

The logo for the University of Texas at San Antonio (UTSA) is displayed in a bold, white, sans-serif font. The letters are thick and closely spaced, with a registered trademark symbol (®) at the end of the word.

Behavioral  
Intervention Team

# ORANGE FOLDER:

Your Resource for Responding  
to Behavioral Concerns

The UTSA Behavioral Intervention Team (BIT) is a multi-disciplinary group supporting the behavioral health and safety of the UTSA community.

If any person is concerned about themselves or the health and safety of another, that person may fill out a BIT report at [utsa.edu/bit](https://utsa.edu/bit).

Submitted BIT reports allow the team to collect and evaluate information and determine the best mechanisms for support, intervention, warning/notification, and response to all parties.

## STEPS TO REPORT CONCERNS REGARDING THE HEALTH AND SAFETY OF THEMSELVES OR ANOTHER

### RECOGNIZE POTENTIAL HARM – Roadrunners notice concerning behavior.

- » Has there been talk about suicide or expressing hopelessness?
- » Has behavior caused concern for the safety of you or another?
- » Has there been a significant change in behavior?
- » Has the behavior been increasingly withdrawn?

### CHOOSE HOW TO RESPOND – Roadrunners evaluate the situation.

- » Is immediate assistance needed?
- » Is it appropriate to speak with the person?
- » Is it appropriate to set boundaries?
- » Is it appropriate to refer the person to resources?
- » Is it appropriate to consult with an office on campus or a person with authority?

### TAKE ACTION – Roadrunners care.

- » Immediately call UTSA Police or text UTSA Police (LiveSafe App) if violence has been threatened towards self or others or if a crime may have been committed.

**UTSA Police Department**  
**Emergency: 210-458-4911**  
**Non-Emergency: 210-458-4242**

- » All UTSA employees are mandated to report incidents involving sexual harassment, sexual violence, stalking, domestic violence, dating violence, or discrimination by contacting the Equal Opportunity Services office [utsa.edu/hop/chapter9/9-24.html](https://utsa.edu/hop/chapter9/9-24.html)

**Office of Equal Opportunity Services/Title IX**  
**North Paseo Bldg (NBP) 5.130**  
**Phone: 210-458-4120**

- » If you are concerned about someone's health or safety, please submit a Behavioral Intervention Report at [utsa.edu/bit](https://utsa.edu/bit)
- » If you speak with the person you are concerned about, explain that you care about the person and want them to feel better. Inform them that Counseling Services offers a confidential atmosphere where students may discuss concerns that are important in their lives.

**UTSA Counseling Services**  
**Rec Wellness Center (RWC) 1.810**  
**Phone: 210-458-4140**

## RESOURCES FOR THE UTSA COMMUNITY

- » Student Disability Services promotes equal access for all university programs and activities for students with disabilities.

**Student Disability Services**  
Multidisciplinary Studies Bldg (MS) 3.01.16  
Phone: 210-458-4157

- » Student Health Services provides medical care and innovative health education.

**Student Health Services**  
Rec Wellness Center (RWC) 1.500  
Phone: 210-458-4142

- » The Office of Veteran and Military Affairs serves as a center for advocacy, innovation, and collaboration to facilitate the inclusion and success of military affiliated students at UTSA.

**The Office of Veteran and Military Affairs**  
Multidisciplinary Studies Bldg (MS) 3.02.28  
Phone: 210-458-7544

- » The University Ombudsperson and Student Ombudsperson are neutral individuals who listen to complaints and grievances and provide conflict-resolution services in a safe and welcoming environment.

**Faculty, Staff, and Student Employee situations:**  
Phone: 210-458-5605  
**Student situations:**  
Phone: 210-458-4040

- » Human Resources supports and improves the longevity and growth of UTSA by becoming an employer of choice through hiring, developing and retaining the best employees.

**Human Resources**  
North Paseo Bldg (NBP) 4.170  
210-458-4250

**Employee Assistance Program for UTSA employees:**  
1-866-327-2400  
**24 Hour Access to Free Professional Support**

## TITLE IX

UTSA employees are required to report any disclosures of incidents of sexual harassment, sexual assault, stalking, domestic violence, and dating violence. It is an employee's responsibility to ensure that all affected parties consistently receive the same resources and response options/information. You should not investigate the matter.

If a student discloses an incident of sexual misconduct to you:

**STEP ONE:** Ensure the student is safe. Contact the police if in immediate danger, or if the student requests.

**STEP TWO:** Inform students of confidential resources including Counseling Services and Student Health Services. Inform student of other resources.

**STEP THREE:** Report the disclosure by visiting [utsa.edu/eos/complaint.html](https://utsa.edu/eos/complaint.html)



## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Observations of a student's conduct or verbal statements made by a student are not education records protected by the Family Educational Rights and Privacy Act (FERPA). Written statements in educational records are protected. However, there are exceptions to FERPA. UTSA faculty and staff should disclose personally identifiable information from an education record to appropriate University personnel, including the Behavioral Intervention Team, when there is a reasonable belief that a student may harm others or themselves. FERPA information may also be released to parents, police, or others if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## CLASSROOM MANAGEMENT

Distracted and disruptive behavior in the classroom should be addressed if it is safe to do so. Several intervention strategies exist to address distracted and disruptive behavior. The following are some examples:

- » Faculty may ask a student to refrain from specific behaviors in the classroom.
- » Faculty may ask a student to meet outside of class to discuss specific behaviors.
- » Faculty may ask a student to meet prior to returning to class.
- » Faculty may ask a student to leave the classroom.
- » Faculty may dismiss class if the disruption is significant enough that continuing to teach is not feasible.

If a student is asked to leave class and/or dismissing class is necessary, the incident should be reported to the BIT, the Chair of the Department, and the Dean of the College.



By submitting information the Behavioral Intervention Team, you are helping our campus community remain safe. Thank you for being a Roadrunner who cares.



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## Behavioral Intervention Team

[utsa.edu/bit/index.html](https://utsa.edu/bit/index.html)

UTSA is committed to provide equal employment and educational opportunities for all qualified persons without regard to race, color, national origin, religion, sex, age, veteran status, disability or sexual orientation. UTSA will ensure that all personnel and academic actions will be administered without regard to race, color, national origin, religion, sex, age, veteran status, disability, or sexual orientation.