**Quick Reference Protocols**

**SUICIDE BEHAVIOR**

**REFERENCES**

a. Suicide Prevention Program, COMDTINST 1734.1A dtd 7Dec2009

b. Medical Manual, COMDTINST M6000.1 (series)

c. Critical Incident Stress Management, COMDTINST 1754.3 (series

d. CG Investigative Service Roles and Responsibilities, COMDTINST M5520.5 (series)

e. Administrative Investigations Manual, COMDTINST M5380.1 (series)

**POINTS OF CONTACT**

* 1. D13 Command Center (206) 220-7001

1. HSWL Regional Practice Manager (RM) (206) 217-6611 cell (786) 417-2231
   1. Coast Guard Investigative Service (206) 220-7295
   2. Legal Service Command (510) 437-5890 or District Legal Office (206)-220-7110
   3. Work-Life Employee Assistance Program Coordinator (EAPC) (206) 217-6607 (north)

(EAPC) (503) 861-6327 (south)

* 1. Work-Life After Hours Urgent Cell (206) 595-6435
  2. CG SUPRT (EAP) (855) 247-8778
  3. Clinic Administrator (206) 217-6432 EXT 9
  4. Chaplain (206) 217-6995 office (206) 850-3426 cell
  5. Critical Incident Stress Management (CISM) (206) 217-6607/(503) 861-6327
  6. Local Crisis Clinic Hotline (866) 427-4747

National Suicide Prevention Lifeline (800) 273-TALK

* 1. Nearest Poison Control Center (800) 222-1222

Base Seattle OOD (206) 510-7858

* 1. Decedent Affairs Officer (206) 217-6513

*Note: District Command Center (206) 220-7001 can facilitate contacting any resources for notifications or support.*

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**ACTIVE DUTY or RESERVIST on AD**

**no injury**

**IMMEDIATE ACTIONS**

1. Assign escort (HS, ASIST or CISM trained personnel if possible) to remain with the member at all times until the member is screened. In cases in which contact is via phone only, ask member where they are located and if they are alone. Request they go to nearest emergency room for screening – if they refuse, contact local emergency law enforcement.

2. Establish a safety plan including:

a. Removal of hazards

b. Line of sight supervision

c. Coordinated follow-up plan following evaluation with pass down .

3. Escort to military medical facility, if available. (If not available, escort to local emergency room for mental health screening.) Escort should brief provider on situation, then offer to stay with member during screening or wait in waiting area. Ensure screening and treatment recommendations are communicated to member, to CG medical and any additional safety-related contact (family member, roommate) if authorized by member.

**NOTIFICATIONS**

1. During work-day, call local medical office at (206) 217-6432. After hours, notify Senior Medical Officer or Clinic Administrator through OOD.

2. Notify XPO/OINC.

**FOLLOW UP**

1. Ensure clinic has notified HSWL Regional Manager and Work-Life (206) 217-6611 or cell (786) 417-2231 .

2. Offer to notify Chaplain and ombudsman for support of member or impacted shipmates/family. If requested, contact Chaplain through District Command Center (206) 220-7001.

3. Refer member for additional assistance (Work Life resources such as financial aid/counseling, Family Advocacy, Specials Needs, etc. and Chaplain support).

4. Ensure member follows through on medical recommendations for further assessment, counseling, or treatment. Communicate with providers as appropriate. Provide updates to others working with member who have a need to know (e.g., medical, EAPC, direct supervisor).

5. Respect member’s privacy. Continue to monitor member’s mood, performance, compliance with medical recommendations and response to additional stressors.

**ACTIVE DUTY or RESERVIST on AD**

**with injury**

**IMMEDIATE ACTIONS**

1. Apply first aid and contact local emergency services, or have two escorts transport member to the nearest emergency care facility (ER).

**NOTIFICATIONS**

1. During work-day, call local medical office at (206) 217-6432. After hours, notify Senior Medical Officer or Clinic Administrator through OOD.

2. Notify XPO/OINC. XPO/OINC notify chain of command.

3. In all cases involving death, or possibility of eventual death, IMMEDIATELY make a voice report to the Coast Guard's National Command Center at 202-372-2100.

*Command follows up with a message within four hours, per Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), enclosure (7).*

4. If death or eventual death possible, notify regional DAO (206) 217-6513.

Note: District Command Center (206) 220-7001 can facilitate contacting any resources for notifications or support.

**FOLLOW UP**

1. Ensure clinic has notified HSWL Regional Manager and Work-Life (206) 217-6611 or cell (786) 417-2231.

2. If member had access to classified material, report cases of suicide and suicide attempts to the Coast Guard Security Center via the cognizant Security Manager.

3. Provide CG Medical Clinic with information to establish a care plan and to complete Suicide-Related Behavior Incident Report, Form CG-1734.

4. Offer to notify Chaplain and ombudsman for support of member or impacted shipmates/family. If requested, contact Chaplain through District Command Center (206) 220-7001.

5. Refer member for additional assistance (Work Life resources such as financial aid/counseling, Family Advocacy, Specials Needs, etc. and Chaplain support).

6. Ensure member follows through on medical recommendations for further assessment, counseling, or treatment. Communicate with providers as appropriate. Provide updates to others working with member who have a need to know (e.g., medical, EAPC, direct supervisor).

7. Respect member’s privacy. Continue to monitor member’s mood, performance, compliance with medical recommendations and response to additional stressors.

8. Consult with CGIS and conduct an administrative investigation if required in serious attempts and suicides per Administrative Investigations Manual, COMDTINST M5830.1 (series).

9. If member is being medically boarded per Physical Disability Evaluation System, ensure that he/she is counseled on the medical board process and is kept abreast of its progress. Advocate on behalf of the member as appropriate. If member faces discharge, ensure access to counseling on the separation process, disability benefits, and his/her right to counsel.

**FAMILY MEMBER**

**no injury**

**IMMEDIATE ACTIONS**

1. Contact the Coast Guard member if he/she is not already present. If no sponsor or adult family member is available, assign chaperone(s), preferably using CISM- or ASIS-trained individuals. *The chaperone may need to remain with the family member or employee at all times until they are screened by a mental healthcare or medical provider and a safety plan is established and/or until relieved by a responsible family member.*

2. If the family member is uncooperative and appears to be intent on suicidal behavior, notify emergency law enforcement.

**NOTIFICATIONS**

**FOLLOW UP**

1. Ensure family member is aware of additional resources such as Chaplain, CG SUPRT, Tricare benefits, and local support providers.   
  
2. Encourage active duty sponsor to monitor situation and seek assistance through the Special Needs Program per Coast Guard Special Needs Program, COMDTINST 1754.7 (series). Point of Contact for Special Needs program is May Chao (206) 217-6786.

**FAMILY MEMBER**

**with injury**

**IMMEDIATE ACTIONS**

1. Contact local emergency service or have two individuals drive the family member to nearest medical facility.   
  
**NOTIFICATIONS**

1. Notify District Command Center if incident involved 1) self-harm with injury, 2) self-harm with fatality, or 3) an attempt with injury, or 4) suicide. Command Center will notify Legal, Coast Guard Investigative Service, and other authority as required.

**FOLLOW UP**

1. Ensure family member is aware of additional resources such as Chaplain, CG SUPRT, Tricare benefits, and local support providers.   
  
2. Encourage active duty sponsor to monitor situation and seek assistance through the Special Needs Program per Coast Guard Special Needs Program, COMDTINST 1754.7 (series). Point of Contact for Special Needs program is May Chao (206) 217-6786.  
  
3. Request CISM and pastoral/Chaplain support as needed.