



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMEU-GFW-ZA

1 December 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #27; Suicidal Ideations, Gestures and Attempts Response

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope and Punitive Effect.** The scope of this policy applies to all Soldiers, civilians, Family Members, Government employees, contractors, organizations and units (tenant units) assigned to USAG Grafenwoehr installations and residing in the USAG Grafenwoehr Area of Responsibility (AOR).
3. **Policy.** The Army's strength is in our Soldiers, Families and civilians. Suicide is a personal tragedy for all those affected and is detrimental to the readiness of the Army.

a. I am committed to maintaining a command environment where seeking help is encouraged and seen as a sign of strength. I will take actions to ensure that our Soldiers, Family Members and civilians have a clear and immediate response system capable of assisting all individuals around the clock.

b. Commanders and directors will post Behavioral Health, Suicide Awareness, Prevention and Response information on bulletin boards and other common areas where people can access the information. Staff Duty Offices and Charge of Quarters must have instructions on the procedures to take should anyone report a person being suicidal or having attempted suicide. All leaders must take a proactive, caring and courageous role to recognize the imminent danger and then take immediate action to save a life. Leaders must remain vigilant in raising awareness of signs and steps to prevent suicide.

c. All members of the USAG Grafenwoehr community must act with moral courage and without fear of retribution in reporting suicidal ideations, gestures and attempts. Suicide is preventable.

4. **Incident Reporting.**

a. First Responders, defined as the **first person with knowledge of the incident**, will use the following Suicidal Incident Reporting Procedure:

(1) **If suicidal attempt has occurred, call for immediate transport via ambulance to the nearest Emergency Facility.**

If individual is ON Post - Call DSN 117 / Commercial 09641-83-117

If individual is OFF Post - Call 110

(2) **Try to get information about what was used, when it was used and how much was used.**

(3) **When Emergency Services arrive on scene, request to speak to the MP escort to confirm that MP or the Host Nation BRK will assume responsibility.**

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(4) **Military Police will report the incident to USAG Grafenwoehr IOC IAW published guidelines.**

b. In cases of **ideation** or **non-lethal gesture**, the first responder will remain calm and:

(1) **ASK:** Listen carefully to what the individual is saying. Have the courage to ask the question directly, e.g. Are you thinking of killing yourself?

(2) **CARE:** Remove any means that could be used for self injury. Do not leave the individual alone or put them on hold. Obtain as much information about the individual as possible.

(a) The exact location of the individual to include possible building and phone numbers (cell, unit, etc).

(b) Specifics that lead the first responder to believe there is an immediate cause for concern.

(3) **ESCORT:** Never leave the individual alone. Escort the individual to the nearest phone to call for assistance. Call for immediate transport via ambulance to the nearest Behavioral Health Facility. DSN 117/ Commercial 09641-83-117.

If the individual is on the phone get a third party's attention and ask them to call 09641-83-117 for an ambulance. Maintain phone contact with the individual until you can confirm appropriate Emergency Services have assumed responsibility for the individual.

(4) **REMAIN:** Remain with individual until appropriate Emergency Services arrive and have assumed responsibility for the individual.

(a) Military Police Desk Sergeant will notify the IOC 475-7226 of all Suicidal Incidents.

(b) The Installation Prevention Team of the Suicide Prevention Task Force shall review all critical suicide cases to ensure continuity of care, best practice and lessons learned are being reported IAW the Army Suicide Prevention Plan.

5. **Point of Contact.** Point of contact for this memorandum and for additional information on Suicide Prevention is the USAG Health Promotion Officer, Ms. Vicki Duffy, 475-8433, email vicki.duffy@eur.army.mil.



Encl

AVANULAS R. SMILEY
COL, IN
Commanding

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Grafenwoehr Military Community Suicidal Event Response Flow Chart

Person **Threatens** to take their own life or makes a **non-lethal** suicidal gesture

Person makes a potentially **lethal** suicidal attempt

ASK: Remain Calm, listen to what the person is saying. Have the courage to ask "Are you thinking of killing yourself."

From DSN Call: **117** to request an ambulance
From commercial line Call: **09641-83-117**

CARE: Remove any means that could be used for self injury. Focus on minimizing behavior rather than "fixing" the problem.

Confirm Handoff of Responsibility with MP/Emergency Personnel

ESCORT: Never leave a suicidal person alone.

Unit Generate SIR report to JMTC

During Duty Hours

After Duty Hours

JMTC requests CIR through USAG Graf IOC

DSN : **475-8357** to request a walk-in appointment
commercial line: **09641-83-8357**
09662-83-2995

DSN Call: **117** to request an ambulance
commercial line Call: **09641-83-117**

USAG Graf IOC requests completion of 72 hour Follow-up report from reporting **Unit**

Unit Generate SIR report to JMTC

Unit requests Suicide Response Team

JMTC requests CIR through USAG Graf IOC

Unit completes Follow-up report form and returns to USAG Graf IOC

Unit Lessons Learned shared at SPTF