

Supervisor Quick Response Checklist: Employee Expressing Suicidal Thoughts

Purpose: Provide a calm, supportive, and safety-focused response when an employee shares suicidal thoughts.

1. Stay Calm and Acknowledge

- ☐ Thank them for telling you.
- ☐ Express care and concern.

Example: "I'm really glad you told me. I'm concerned about you and want to make sure you're safe."

2. Check Immediate Safety

- ☐ Ask directly if they are safe and where they are (home, work etc.)
- ☐ Ask if they are currently feeling unsafe or have thoughts of harming themselves.

Example: "Can I ask if you're feeling unsafe or having thoughts of self-harm now. Can you share where you?"

3. Listen Without Judging

- ☐ Allow them to talk.
- ☐ Avoid minimizing, fixing, or debating their feelings.
- ☐ Acknowledge their emotions. What may seem minor or irrational to you is very real and significant for them.

Example: "I can see that this is upsetting for you. I'm glad you felt comfortable sharing it with me."

4. Connect Them to Support

- ☐ Encourage reaching out to a crisis resource (call or text [988](#)).
- ☐ Offer to stay with them while they make the call. Three-way call if needed.
- ☐ [Offer Employee Assistance Program \(EAP\)](#) Laree Reidenbaugh: (405)323-2155
- ☐ [DHS Volunteer Chaplain Services](#)

Example: "Would it be helpful for you to connect with 988 or EAP? If you would like, I can stay on the line with you while you reach out to 988 or schedule a session with EAP."

5. Ensure Immediate Safety

- ☐ If they are in immediate danger, contact emergency services-911.
***Create an easily accessible list of employees' addresses and phone numbers.*

6. Work Support

- ☐ Let them know their wellbeing comes first.
- ☐ Discuss stepping away from work or using leave if needed.
- ☐ Notify your leadership as appropriate.

7. Document and Follow Up

- ☐ Document the conversation: Note the date, time, what was shared, and actions taken. Keep it confidential. This does not go in HR OnBase or in any personnel file.
- ☐ Check in with the employee later. (Follow-Up Steps on page 3)

Welfare Check for an Employee at Risk of Self-Harm (IF NEEDED)

- ☐ Call for a welfare check: Contact local law enforcement in the employee's area and request a welfare check. Provide their name, location, and the nature of the concern.
- ☐ Share relevant information: Give only necessary details to help responders assess risk, avoid speculation.
- ☐ Notify leadership: Inform appropriate supervisors to ensure coordinated support..

Always prioritize the employee's immediate safety.

Follow-Up Steps:

1. Immediate Follow-Up (Same Day / Within 24 Hours)

- ☐ Confirm employee is safe.
- ☐ Ensure they have connected with professional support (988, Therapist, EAP).

Sample Check-In:

“I wanted to check in after our conversation yesterday to see that you’re doing okay and that you were able to connect with support.”

2. Short-Term Follow-Up (Next Few Days)

- ☐ Informally check on emotional wellbeing.
- ☐ Remind them of resources if needed: (EAP, crisis lines, counseling).

Sample Check-In:

“How are you feeling this week? Is there anything I can do to support you??”

3. Mid-Term Follow-Up (1–2 Weeks)

- ☐ Assess engagement with mental health support.
- ☐ Encourage continued communication about triggers or needs.

Sample Check-In:

“Checking in from last week. How are you doing, and is there anything I can do?”

4. Long-Term Plan (Ongoing Support)

- ☐ Schedule periodic check-ins (weekly or biweekly as needed/wanted).
- ☐ Establish a safety plan including contacts and crisis resources.

Example Safety Plan:

- ☐ Discuss a plan for immediate steps that will be taken if thoughts escalate.
- ☐ Who can they call, text, or reach out to? What steps will they take?
- Remind them:
 - To call or text [988](#)
 - [Offer Employee Assistance Program \(EAP\)](#)
 - Laree Reidenbaugh: (405)323-2155
 - ☐ [DHS Volunteer Chaplain Services](#)