

Crisis Management Tools

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Spring 2026



1

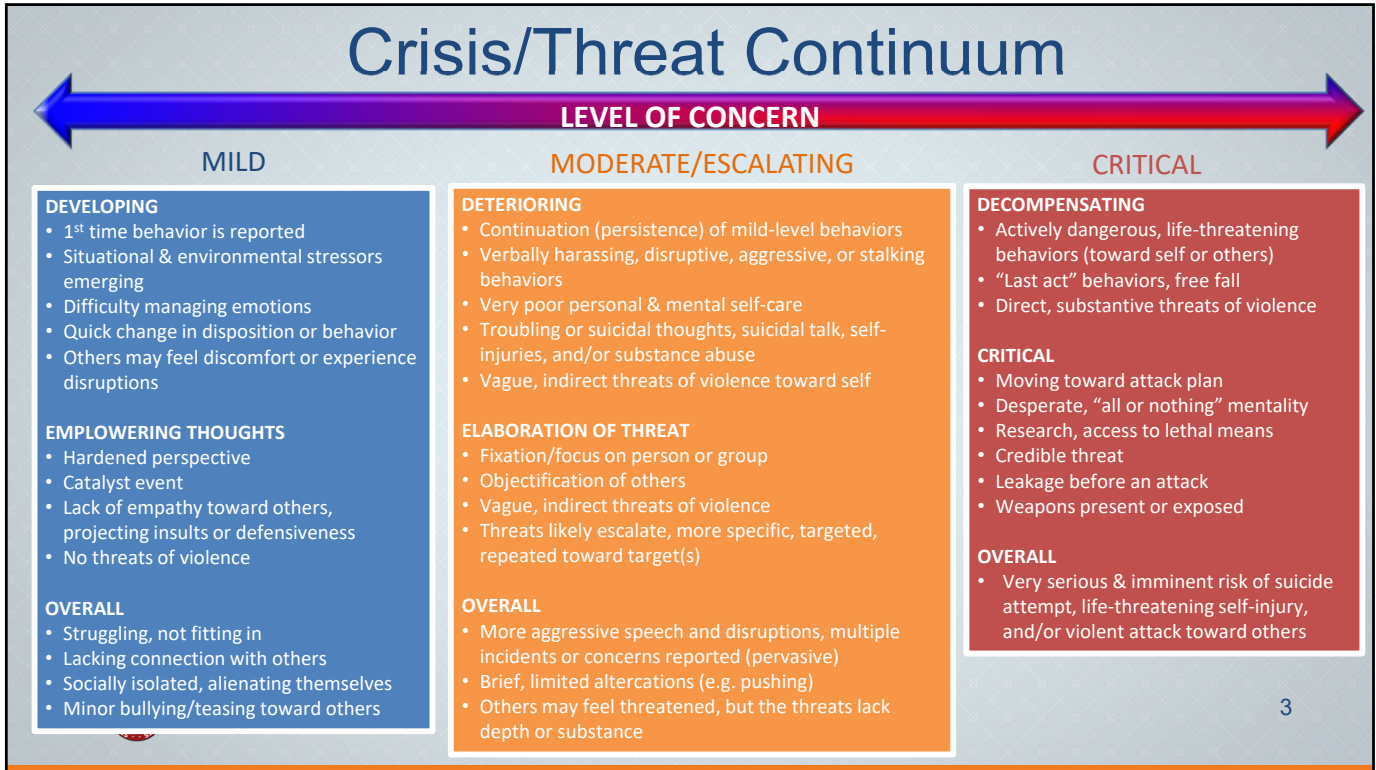
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Agenda

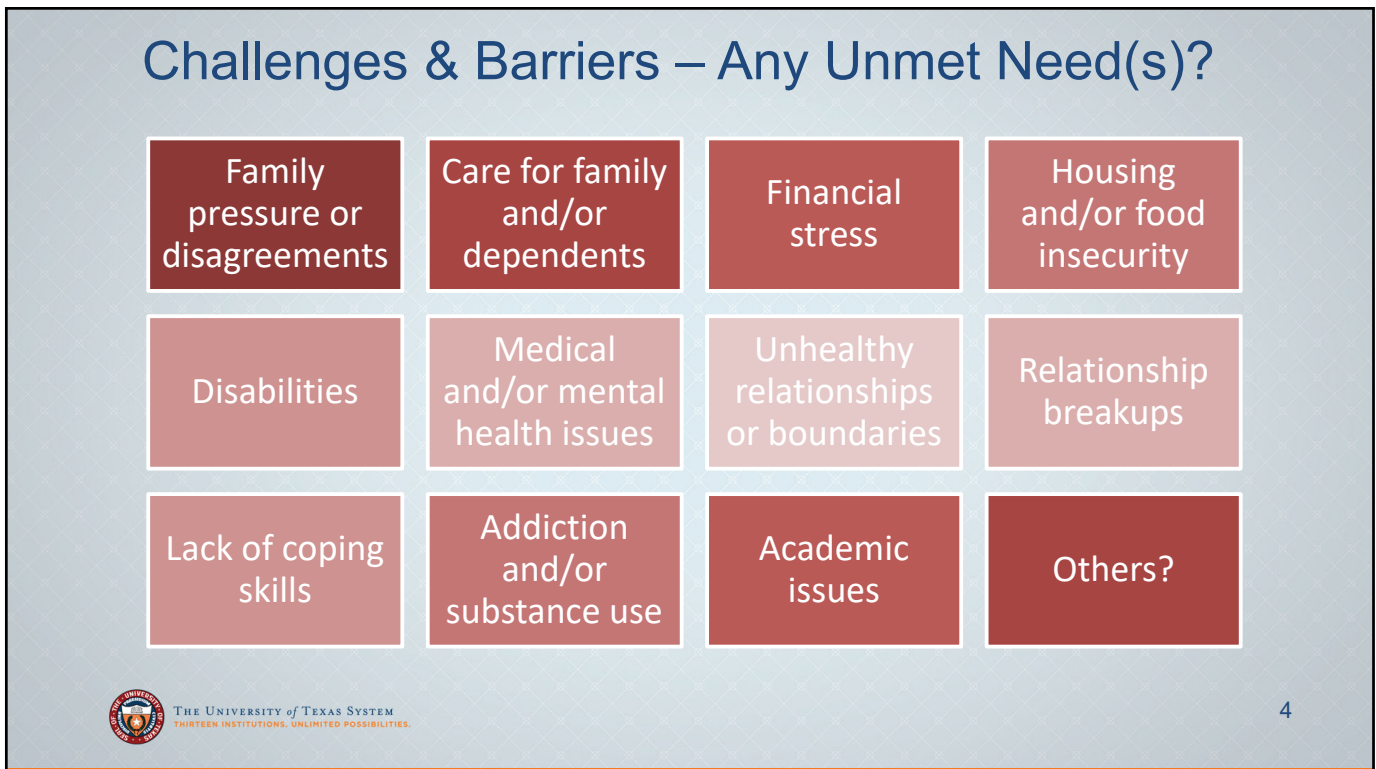
1. Challenges & Barriers to Accessing Support
2. Crisis Mgt Tools & Examples
3. What Comes Next?
Reporting to the TIXC and BIT's
4. Documentation & Record Keeping

2

2



3



4

4



5

Pre-Crisis Tools

- Expectations of various roles
- Protocols for meetings, referrals, and emergencies
- Phone tree, essential contacts at the ready
- Resource handouts at the ready
- Tissue, water, snacks at the ready

6

Pre-Crisis Tools (Cont.)

- Awareness of warning signs
- Strategies for de-escalation & communication “in the moment”
- Role-playing & practice
- Install an emergency “panic” button
- Set-up a close patrol before a meeting
- Office safety walkthrough assessment with campus police



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7

Initial Assessment of the Situation: Quick Triage

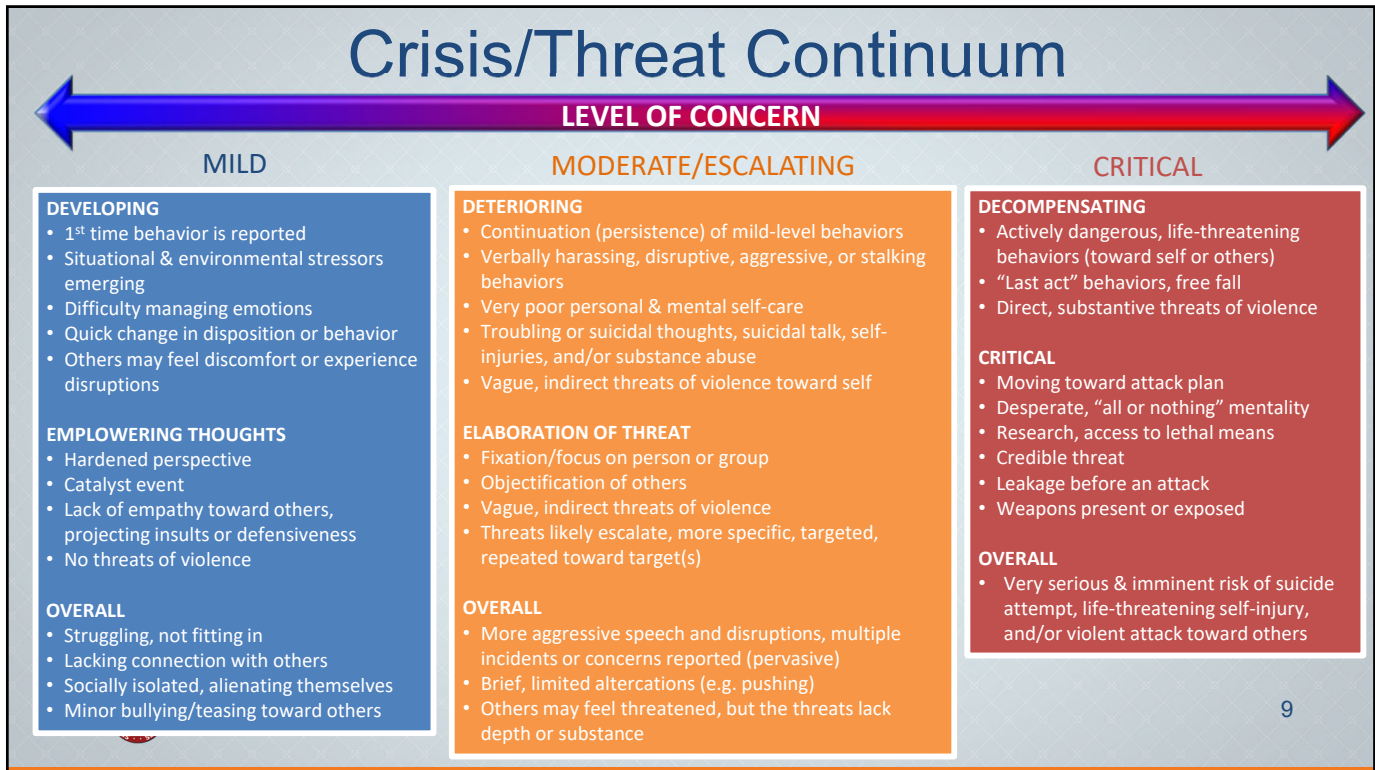
- Current emotional status?
- Current stressors?
- Level of concern/crisis?
- Current options?
- What must be taken care of **NOW**?
- What can be dealt with **LATER**?



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8

8



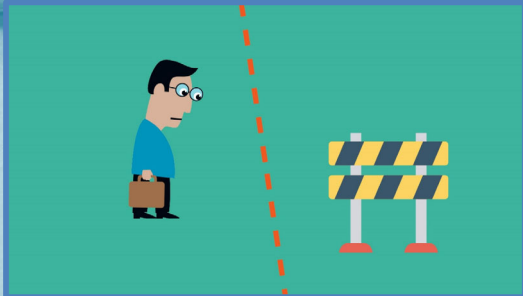
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Time Out

Limits of your role

Good Boundaries:

- Limits on your role are ok!
- Each person has an **important yet distinct role**, based on expertise, experience, scope of your job, etc.
- **All roles and actions** (seemingly “big” or “small”) are **critical** to the overall response and resolution of a crisis or emergency.



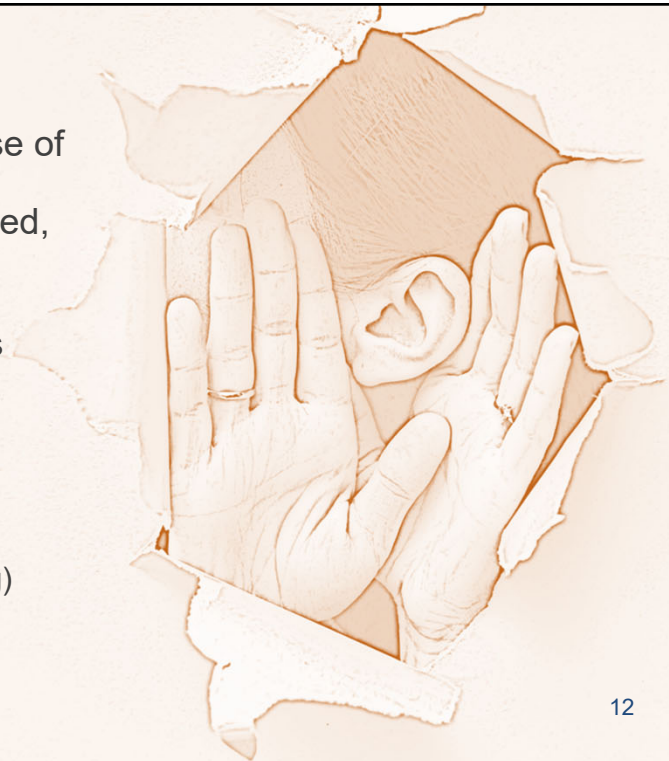
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11

Active Listening

- **Goal:** Provide the person a sense of feeling heard and understood
- **Listener's Mindset:** Open-minded, objective, & impartial
- Pay full attention to the person
- Nodding, affirmative non-verbals
- Not interrupting; using silence
- Open-Ended Phrases
- Clarifying checks & validations:
 - Validating & emotional acknowledgements
 - Reflecting (mirroring/paraphrasing)
 - Summarizing
 - Restating



12

12

Active Listening: Examples

13

Type	Example Prompts	
Validating	<ul style="list-style-type: none"> • “That sounds difficult.” 	<ul style="list-style-type: none"> • “It’s <u>okay</u> to feel upset.”
Emotional Acknowledgements	<ul style="list-style-type: none"> • “You seem <u>disappointed</u> right now.” 	<ul style="list-style-type: none"> • “Having to consider different options can be <u>stressful</u> to navigate.”
Reflecting	<ul style="list-style-type: none"> • “What I’m hearing is...” 	<ul style="list-style-type: none"> • “Sounds like you are saying...”
Summarizing or Restating	<ul style="list-style-type: none"> • “Let me summarize to check my understanding [Repeat back]... Did I get that right?” 	<ul style="list-style-type: none"> • “[Repeat/rephrase what the other person said]...Is this what you mean?”
Open-Ended Phrases	<ul style="list-style-type: none"> • “Tell me more about...” • “Explain/describe...” 	<ul style="list-style-type: none"> • “What do you mean when you say...?” • “Help me understand...”
Affirmative Comm	<ul style="list-style-type: none"> • “Yes” • “I see.” 	<ul style="list-style-type: none"> • “Go on.” • “Right.”

13

Refocusing Conversations

Purpose	Example Prompts
If the person <u>doesn’t respond to the relevant prompts...</u>	<ul style="list-style-type: none"> • <u>Rephrase</u> the prompt again. • Acknowledge the shift: “It seems like the discussion is evolving to _____, but we started off exploring _____.”
If the person <u>makes an argument about a different topic...</u>	<ul style="list-style-type: none"> • <u>Acknowledge</u> the concern & attempt to finish the <u>initial discussion first</u>: “I want to talk about that, but let’s first finish addressing _____?”
If the person <u>attempts to change the subject...</u>	<ul style="list-style-type: none"> • It might be to <u>vent</u> or release some tension. • <u>Prompt</u> the person to discuss what’s on their mind. • Then, use <u>active listening</u> to acknowledge the person’s current <u>concerns, emotions, and/or needs</u>. • Try to <u>link</u> the person’s concerns with the initial discussion topic.

14

14

Strategies – In the Moment

15

MILD

MODERATE

ESCALATING

CRITICAL

De-escalation strategies:

- Active listening & refocusing techniques
- Acknowledge the behavior, and the impact of the behavior
- Redirect with an alternative directive
- Project a posture and/or affect that you want mirrored

De-escalation strategies:

- Take a break
- Project a posture and/or affect that you want mirrored
- Stop engaging or communicating (“silence” technique)
- Repeat your priority directive and consequences (“broken record” technique)

Safety strategies:

- Press the emergency “panic” button
- Use “code words” to communicate with staff discretely
- Call 911
- Lockdown the office suite and/or offices
- Evacuate the building

EXAMPLES OF BEHAVIORS

- Excessive eye rolling
- Constant interruptions
- Disruptive to others
- Crying, sad, angry
- Insults, derogatory language toward others

- Apathy, lack of energy
- Delayed responses to others
- Distracted or difficulty concentrating
- Impulsive

- Verbally harassing, disruptive, aggressive behavior
- Grudges, resentments toward others
- Perceived injustice(s)
- Repeated insults or derogatory language toward others

- Feelings of hopelessness
- Suicidal thoughts, suicidal talk, self-injuries

- Actively dangerous or life-threatening behavior toward self or others
- “Last act” behaviors Violent statements
- Substantive, credible threats of violence
- Weapon intentionally exposed, posturing with weapon, use of weapon to threaten or intimidate others
- Using physical violence



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15

Micro-Expressions: Receptive Signals



Eye-brow Flashes



Head Tilt



Smiling



Head Nodding



Mirroring Body Language



Inward Lean



Verbal Nudges



Focused Listening & Silence



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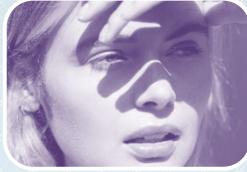
16

16

Micro-Expressions: Closed Signals



Elongated Stare



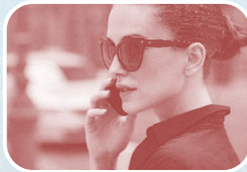
Eye Squinting



Furrowed Eyebrows



Pursed Lips



Body Scan



Eye Roll



Scenario 1:

You send a student/employee an email with information regarding official university business. Then, you receive an email response within 5 minutes of sending, and the person says "this is f*cking ridiculous...i cant belive u spend uur tim harasssing ppl like this".

How would you potentially respond? (Select all that may apply.)

- A. Refer the person's behavior to the Student Conduct Office (if student), Human Resources (if employee) for a possible disciplinary referral or a welfare (BIT) referral, as appropriate.
- B. Respond via email with professional tone, explaining the person's options for responding to the email, providing resources and "what to expect", and offering to answer questions.
- C. Call the person to check-in and attempt to deescalate through dialogue, listening, and adjusting strategy depending on the person's responses.
- D. None of the above



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19

19

Scenario 2:

You are meeting with a student/employee (initial interview), and while you are asking a question, they interrupt you. You start to ask another question; they interrupt you again. They are sitting on the edge of the chair, knee bouncing.

How would you potentially respond? (Select all that may apply.)

- A. Stay silent and listen to the person's responses, and continue with the interview prompts as usual.
- B. Immediately end the meeting, and reschedule for another day.
- C. Ask "Are you nervous?" and automatically provide coping strategies that work for you when alleviating your own anxiety.
- D. Continue with the interview, but check-in with the person intermittently (e.g. How is this interaction going for you?), acknowledge the behavior (e.g. "I see your knee bouncing..."), and see if they would like to take a break.
- E. Offer to provide campus and community resources to the person, and offer to make referrals directly to the applicable office(s), if appropriate (e.g. warm "hand-off").



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20

Scenario 3:

During a meeting with a student/employee, they share that "nobody would notice if I didn't show up tomorrow," and is feeling "lost" and "confused." They have also talked about having depression.

How would you potentially respond? (Select all that may apply.)

- A. Ask if they are thinking about suicide.
- B. Wrap-up the meeting, and offer to walk the person to the Counseling Center (if student) or Employee Assistance Program (if employee) for a walk-in appointment.
- C. Call the Dean of Students (if student) or Human Resources (if employee) for a welfare (BIT) referral or case manager referral.
- D. Call the person's emergency contact to alert them of a possible urgent situation.
- E. Immediately call 911.



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21

21

Scenario 4:

During a meeting with a student/employee, after you ask a question, they raise their voice at you and start to answer defensively. Then, the person stands up toward you while continuing to talk loudly.

How would you potentially respond? (Single choice.)

- A. Discretely press the emergency "panic" button under your desk.
- B. Immediately excuse yourself from the meeting, quickly walk out, and alert office manager or coworker for immediate assistance.
- C. In a calm, steady tone of voice, you verbally direct the person to sit down and motion with your hand toward the person's chair. You remain seated. You repeat the directive, as needed (e.g. "broken record" technique).
- D. Answer C, but stand to make better eye contact with the person.
- E. None of the above



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22

22

Scenario 5:

This student/employee has a known history of intimidation and disrespect. During a phone call, the person says you are "dumb," "sexist" and "bias" [towards them]. The person says they are reporting you to OCR, EEOC, and UT System, and they will be filing a lawsuit against you.

How do you potentially respond? (Select all that may apply.)

- A. Immediately end the phone call.
- B. Repeat the original purpose and/or the substantive information that needs to be delivered via the phone call (e.g. "broken record" technique).
- C. Document the dialogue of the phone call, your responses, and any exact quotes of statements you can recall.
- D. Notify your supervisor of the phone call, and then Legal Affairs.
- E. None of the above



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23

23

Support & Resources for YOU

Your Supervisor
and/or Human
Resources (HR)

Employee
Assistance
Program (EAP)

Behavior
Intervention Team
(BIT)

Dean of Students
Office

Campus Police &
Victim Services

Ombuds Office

Legal Affairs

Off Campus
Medical and/or
Mental Health
Providers

24

Title IX/BIT Reporting

25

25

Reporting Information to the Title IX Coordinator

Title IX Coordinator should receive information about:

- Information or disclosures of **sexual violence, sexual assault, dating violence, domestic violence, stalking**, or other **sexual misconduct** cases
- Signs of possible **'abusive'** relationship
- **Power and control** behaviors, **predatory behaviors** relating to sexual violence, sexual assault, dating violence, domestic violence, stalking cases
- **Threats of violence/harm, homicidal threats** relating to IPV



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26

26

Reporting Information to the BIT

BIT should receive information about:

- Information or disclosures of **wellness issues** or **basic needs not met**
- **Personal impacts:** Decline in academics or mental health, financial instability, unsafe housing
- **Self-harm, suicidal ideation, or suicide attempts**
- **Disruptions, interruptions, or “acting out”** in learning or working environments
- Signs of possible **‘abusive’** relationship
- **Power and control behaviors, predatory behaviors** relating to sexual violence, sexual assault, dating violence, domestic violence, stalking cases
- **Threats of violence/harm, homicidal threats**



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27

27

Documentation & Record Keeping: TIX & BIT's

When disclosing information under FERPA's "health or safety emergency" exception, document the following:

- What is the **significant threat** to the health or safety of a student or other individual(s) that formed the **basis of the discloser**?
- To **whom, when, what,** and **how** the information was disclosed?
- What is the **legitimate educational interest** in the behavior of the student?

- Intake & Initial Triage
- Case Management Timelines, Decisions & Interventions
- Contact & Communications
- Data Systems for Electronic & Hard Copy Records



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28

28



Bottom Line for Institutions

- Utilize the **Title IX Office, Behavior Intervention Teams (BIT's)**, and **threat assessment tools** to mitigate institutional risks and address campus safety
- Establish & maintain a **communication plan** to key partners
- Know WHO is making the **key decisions**
- Be **consistent** with communication & decision-making
- Refer to **case precedent** (e.g. similar fact or elements)
- Follow your **policy** and **process**
- **Document** accordingly




Q & A



Contact Information

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31