

Actions Taken After Suspected Suicide

Essential Checklist

Allocate all actions below to named people in advance.
See advice on establishing a Critical Incident Team (CIT) in the full Coping After Suicide guide p.6



Remember: Principles for managing an organisation after a suicide

- Strong and clear leadership
- Safe communication (see Coping After Suicide pp.7-9)
- Providing options for support
- Managers follow-up with individuals

Enter names/roles of people allocated to these tasks

Practicalities

If the incident happened on site take the following actions. Actions can happen at the same time using different members of your Critical Incident Team (CIT)

If the incident was already reported, skip to **2. Essential Communications.**

1. Secure the area

(More than one person will usually do the following tasks)

- Divert people away from the scene. Scene of death must not be disturbed.
- Call police and follow their advice
- Inform next of kin and/or liaise with the police on this (see guide p.6)
- Ensure support for witnesses
- Ensure core staff including CIT are informed by coded messages or usual (and known) method of communication.

Names/roles

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2. Essential Communications

- Inform Local Authority Suicide Prevention Lead
- Inform all key stakeholders
- Enter names of key stakeholders below

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- Inform staff – see section in the full guide on how to break the news – remember principles of sharing news either in small groups or one to one, in person or via Zoom/Teams, depending on communication needs.
- Manage any interest from external parties
- Ensure other relevant organisations are aware of the death

Names/roles

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3. Care and support

- Ensure managers are supported by CIT – they should hold check-ins with exposed staff preferably within 24 hours of the news breaking
- Consider reduction in services for 24 hours if necessary. Inform those affected by reduced services with a brief message (unforeseeable circumstances) and signpost
- Ensure further support is signposted and use both verbal and written communications
- Avoid phone calls to break news unless alternatives cannot be found
- Treat all actions within the first 24-48 hours as part of your organisation's 'first response' and allocate the time and resources needed to do this adequately
- Provide group check-ins for CIT with existing resources or with assistance from external partners
- Remember some people will not process the news immediately and will need longer to absorb the information. Consider written forms of communication and offer at least 3 days of drop in support at lunchtimes hosted by senior staff/CIT
- Signpost to ongoing support such as Amparo **0330 088 9255**
Or
Email Amparo **amparo.service@listening-ear.co.uk** and share your location in the borough and what support you need

Names/roles assigned to ensure these actions are taken

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Your notes

Add any specific adaptations you will need to make to these actions to maintain your organisation's wellbeing.

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