

SSCC Postvention Communication and Procedures After a Student Death by Suicide

The Behavior Intervention Team (BIT) will direct all steps in this procedure, and will document every step in the handling of information about the suicide. The following form template may be used for this purpose and then signed by appropriate staff members.

STEPS for Counselors/Administrators/Designated Staff

_____ 1. OFFICIAL FACT GATHERING: The Vice President of Student Affairs and Enrollment Management, a BIT member and/or other designated staff should contact the police or coroner in order to ~~ob~~ Contact with parent/guardian should be

_____ the family, letting them know specifically those services which the college can offer as well as referral information for the services which cannot be provided by the college. Ascertain any information that the family wants to make known, such as funeral arrangements, visitations, etc.

_____ 3. PARENTAL PERMISSION: Parental or family permission to release information related to the death is not required, since a death is public information. However, the death *must* have been officially ruled a suicide for these procedures to be followed. When this is not the case, the death of a current/former student procedures should be followed.

_____ 4. NOTIFICATIONS: Notify the following:

- a. President
- b. Board members
- c.

- c. Ensure that all staff have an updated list of referral resources.
- d.

_____ 8. MEDIA: Designate a staff person to handle