

## Brown County Schools Suicide Prevention Policy

### Appendix L

#### **PROCEDURES FOR FACULTY MEETING FOLLOWING A SUICIDE**

1. Distribute written statement of facts; dispel any rumors or misinformation.
2. Inform faculty of what action steps have been taken up to now; i.e., confirmation of facts, contact with family, notification of key personnel, crisis team meeting, funeral arrangements, etc.
3. Announce administrator, school counselor, and crisis team roles and contact persons for responding to outside requests for information from police, media, parents etc.
4. Allow staff to react, ask questions and express feelings. Staff should be encouraged to discuss feelings; point out that understanding their own feelings will make it easier for them to deal with student feelings.
5. Share support services for staff as well as students'; review who will be available, when and where.
6. Review plan to inform students and guidelines; provide time for staff to ask questions or express concern. Emphasize availability of crisis team members to assist and support staff who are uncomfortable leading class discussion.
7. Discuss need to monitor possible and known "at risk" and "high risk" students more carefully. Review staff responsibilities and steps if they suspect a student is at risk of suicide or would need further assessment.
8. Review plan for school day and for after-school hours.
9. In subsequent faculty meetings:
  - a. support staff and encourage discussion of their feelings
  - b. identify any problems that have arisen and problem-solve
  - c. identify "at risk" and "high risk" students; develop a plan for monitoring and supporting them
  - d. remind and discuss the importance of continued support of both students and staff and provide mental health resources