

Sample Checklist for Suicide

School Districts/Schools should take all talk or threat of suicide very seriously.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Procedures for Ideation or Attempted Suicide:	
If the threat is reported by another person, immediately locate the student expressing suicidal ideation and take them to a quiet, comfortable room. DO NOT LEAVE THE SUICIDAL STUDENT ALONE.	
Notify the parents/guardian of the student immediately.	
Principal should alert the Crisis Response Team.	
Notify the Superintendent.	
Team member trained in suicide assessment should interview the student and make a determination: <ul style="list-style-type: none"> • If a “no suicide contract” is appropriate; or • If the suicide potential is high. No one at school should be making this determination. All students expressing suicidal tendencies should be sent to Crisis.	
If the determination for suicide potential is high and the parents/guardian cannot be located, the student should be sent to an area hospital or county mental health crisis unit.	
If the student has attempted suicide, notify the nurse and call 911.	
Inform the student's family that the student may not return to school without a professional mental health assessment being conducted and the results sent to the school.	
If the student/family refuses a mental health assessment, refer the case to the School Board for a hearing.	
Document the incident and actions taken.	
Update student's teachers and other staff (only if educational right to know).	
Monitor other students who may be at risk.	
Monitor the student as needed and maintain contact with the family.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Completed Suicide Procedures:	
If student or staff member commits suicide on campus, call 911 immediately and request police assistance.	

Institute lockdown procedures and turn off the bell system.	
Nurse or other trained staff member checks to see if the student or staff member is deceased.	
Block area off, treat like a crime scene, and do not allow anyone to touch any weapon or note at the scene.	
If body is outside the building, shift students and staff exposed to the scene to another area of the building.	
Activate Crisis Response Team and a mental health response.	
Once the police and coroner have released the scene, keep it isolated until it can be cleaned.	
Contact outside vendor to complete the cleaning task.	
Make decision about returning to the daily schedule.	
Have Crisis Response Team members and other school staff identify other at risk students for additional support.	
If the person who committed suicide was a staff member, bring in substitutes to allow distressed staff to seek support.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
Information about suicidal ideation or attempts will be kept confidential unless rumors get out of control or students and staff saw the student being removed from the building.	
If a suicide happens on campus, it is extremely important that the number of students and staff exposed to the body and surrounding area is kept to a minimum.	
All staff, including the nurse, that were exposed to the body will need additional support.	
Do not have custodian staff clean the scene as it can be a very traumatic experience.	
School district should establish policies in advance about actions not permitted following a suicide.	
School administration must allow students to grieve the loss, but must be careful not to allow them to glorify the person or their method of death.	
Do not cancel classes for the funeral.	
Do not organize memorial services for the deceased.	
Do not lower the school flags.	
Do not allow memorial trees, plaques, statues, etc.	
Do not permit any dedication of yearbook, yearbook pages, or school newspapers to the deceased individual.	
Discourage and remove any spontaneous memorials at the death scene.	
Do not allow the establishment of a scholarship by either students or grieving parents. Instead, encourage contributions to a suicide prevention organization.	