

## **ADMINISTRATIVE RULE 723.2**

### **AR723.2 – Response to Suicide/Sudden Death**

In the event of a suicide/sudden death, the following plan of action shall be implemented in the School District of Fort Atkinson:

- A. District employees shall utilize CODE BLUE procedures in the building when appropriate.
- B. The building principal or his/her designee shall call **911** if the suicide or sudden death occurs at school.
- C. The principal shall notify the District Administrator immediately after being informed of the suicide or sudden death.
- D. The District Administrator shall inform the Director of Instruction and Director of Special Education/Pupil Services of the incident.
- E. The principal will confirm the facts, including the sequence of events and the individuals involved. Every effort should be made to gather this information within twenty-four hours. It is advisable for the principal to keep an accurate record of the facts.
- F. The Director of Instruction shall be designated as the information control person. All information, questions, and media contacts, should go through the Director of Instruction. The Director of Instruction should keep a log of all calls from both media and the general public.
- G. The principal shall call a meeting of the Crisis Response Team (CRT) as soon as possible. (The CRT shall consist of the Director of Special Education/Pupil Services, Assistant Principals, Counselors, Psychologists, Social Workers, Department Heads, School Nurse, and other designated persons). After the building principal informs the CRT of the known facts, the team shall consider the following:
  - 1. Assess impact of event on students/staff/community.
  - 2. Decide whether to call other support staff for counseling services.
  - 3. Determine whether to call a brief staff meeting.
  - 4. Decide within the limits of confidentiality and the family rights to privacy, what facts to share with staff and students. Contact family to tell them of plan. If family does not want suicide acknowledged, wait until obituary is published.
  - 5. Plan how students will be informed of event. (Do not use mass announcement or assembly.) Prepare a written statement to be read by teachers or by Crisis Response Team members.
  - 6. Discuss funeral attendance policy of the school with the Crisis Response Team before the staff meeting. For a sudden death or accident, it is a judgment call and often times a funeral service can effectively diffuse feelings. (It is important to NOT support the choice of suicide.)
  - 7. Plan for one or all of these:

- a. Assign Crisis Response Team members to classrooms that may need a support person to assist with discussions.
  - b. Designate rooms to be used for counseling and assign team members to those rooms.
  - c. Designate a room for parents and a room for media, if any, to keep halls and office clear.
8. Map out a two to three day plan for staff and students identified as needing extra assistance.
9. Reconvene CRT within a week for critical incidence stress debriefing.

Legal Ref.: Sections 121.02 (1) (e), 121.02 (1) (n), Wisconsin Statutes

Cross Ref.: PI 8.01 (2) (e), PI 25.03 (1) (b), Wisconsin Administrative Code