

## **SUICIDE DEATH**

### **Guidance for UW units**

#### **Immediate actions**

1. **Inform the unit authorities** of the suicide death.
2. Convene a **crisis team** by the unit authorities (dean, director, head).

Tasks of the crisis team:

- coordination and monitoring of activities around the incident;
- designation of persons responsible for information, support and deferred action.

3. **Informing the UW authorities** (rector, chancellor) by the dean or his/her deputy.

#### **Assistance actions**

1. **Organise support** for the family and relatives of the victim.
2. **Organise support** for students, doctoral candidates and employees with the involvement of PCSC/OPD.
3. **Identify people in the university community particularly affected by the incident** and pass on this information to the PCSC.

#### **Outreach and communication actions**

1. Inform the **UW's Psychological and Counselling Services Centre, UW's Office for Persons with Disabilities and UW's Office of the Ombudsman by phone or email.**
2. Inform **appropriate services** of the suicide death (if necessary).
3. **Contact the family of the deceased** to convey condolences and to make arrangements for possible further assistance.
4. **Inform employees, doctoral candidates and students** about the incident.
5. **Monitor social media** and respond to disturbing content.

#### **Deferred actions**

Establish **preventive and psycho-educational actions within 3 months** of the incident.

Complete crisis incident form and documentation of actions.

It is important to **maintain a balance between regular classes and off-schedule activities**. It is recommended to return to regular activities and routine after **about 3 days**.

#### **EXAMPLES OF MESSAGES**

We regret to inform you that on ..... at the Faculty ..... the suicide death of our Student ..... (name and surname) took place.

We extend our condolences to all those associated with ..... Anyone who needs support at this difficult time can come to the Psychological and Counselling Services Centre at Pasteura 7.

In order to make an appointment with a psychotherapist, UW students can come in person from Monday to Thursday between 10 a.m. and 2 p.m., doctoral candidates and employees are welcome to contact the centre by phone or e-mail.

We regret to inform you of the sudden death of our Student ..... (name and surname). To all those associated with ..... (here you can give a brief description of what she/he was like, what she/he did, what she/he stood out for, how she/he could be remembered, etc.) we offer our condolences.

Anyone who needs support at this difficult time can come to the UW's Psychological and Counselling Services Centre at Pasteura 7. In order to make an appointment with a psychotherapist, UW students are welcome to do so in person from Monday to Thursday from 10.00 a.m. to 2.00 p.m., doctoral candidates and employees are asked to contact the centre by phone or e-mail.

It is with great sadness that we report the death of ..... (Name of deceased person). He/She/They was/were ..... (function, whether they were a student, doctoral candidate or an employee). The cause of death was suicide. Some of you found out about this earlier, others only now. We often wonder why someone took their own life, we ask many questions, some of which will not have an answer. Suicide is an event with many causes. It occurs in the face of various problems, an illness, difficulties in feeling emotions. It is important to remember to seek help and support at such times. If any of you would like to talk (about the situation, about your feelings, about yourself), you can come to the UW's Psychological and Counselling Services Centre at Pasteura 7. In order to make an appointment with a psychotherapist, students of the UW are welcome to come in person from Monday to Thursday between 10.00 a.m. and 2.00 p.m. Doctoral candidates and employees are asked to contact the centre by phone or e-mail.

Our condolences are extended to all those close to them.