SUICIDE/ATTEMPTED SUICIDE RESPONSE
EMERGENCY CHECKLIST

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Incident Commander:</td>
<td>Time:</td>
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</table>

**Required Actions:**

### 4. Resolve

<table>
<thead>
<tr>
<th>Time Started</th>
<th>Time Completed</th>
<th>Initial</th>
<th>N/A</th>
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- **a. Verify information if unclear:**
  - Specific information (i.e., name, location, offender behavior, reporting person)
  - Actions taken so far
  - Current status of situation

- **b. Ensure:**
  - Lifesaving efforts have begun
  - Medical professionals are dispatched
  - 911 is contacted, if necessary
  - Offender is continuously observed
  - Area is secure (i.e., uninvolved offenders secured, crime scene established)
  - Necessary equipment is onsite (e.g., hook knife, camera)
  - Blood and body fluid protocols are followed
  - Medical transport is arranged if necessary
  - Mental health professionals are notified

- **c. Maintain integrity of crime scene**

- **d. Make notifications as necessary:**
  - Facility Duty Officer
  - Headquarters Duty Officer
  - Mental Health Duty Officer
  - Intelligence Officer
  - Law Enforcement
  - Superintendent
  - Captain
  - Chaplain
  - Critical Incident Stress Management (CISM)

- **e. Collaborate with medical/mental health professionals or trained custody officers regarding the placement of the offender (e.g., suicide prevention watch, restraints)**

- **f. Ensure continuous observation is maintained until plan is implemented**

- **g. Determine the need for additional resources (e.g., internal/external personnel, equipment, supplies)**
h. If offender death has occurred:
   - Ensure DOC 620.200 Death of Offenders is followed
   - Assign employees to remain with the body
   - Ensure next of kin notification is made
   - Notify Medical Examiner/Coroner
   - Notify Correctional Records Supervisor/designee for fingerprinting and/or photos

i. Implement response per DOC 410.255 Critical Incident Stress Management (CISM) Teams

<table>
<thead>
<tr>
<th>Transfer of Command (Optional)</th>
<th>Time Started</th>
<th>Time Completed</th>
<th>Initial</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>a. Receive complete onsite briefing from Incident Commander</td>
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<tr>
<td>b. Observe off-going Incident Commander during a period of overlap</td>
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<tr>
<td>c. Announce time, date, and identity of new Incident Commander</td>
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Notes: