



Checklist: Preparing to share the news

It's important the way you deliver the news is genuine and honest, and shows that you care about the person's death, their whānau and your workforce. When preparing to share the news with your team, ensure you and/or the postvention response team have:

- Read *How to talk safely about suicide* to avoid simplifying why suicide happens, glamorising the person's death or sharing information that may be distressing to others. (See page 8).
- Understood and respected the whānau's wishes around details that can be shared with staff.
- Confirmed as much information as possible about the death (without sharing details about method* or location).
- Used the example speech templates to help prepare what you'll say.
- Included details about your workplace's postvention response team and their responsibilities.
- Discussed what support is organised for team members (e.g. counsellors on-site, resources, leave, time out options, their natural support networks, etc.).
- Shared that your workplace is in contact with the person's whānau and any details about support offered to them.
- Offered information about the funeral or tangihanga (if/when known).
- Shared how you'll inform external workplace connections, and who is responsible for this.
- Let staff and the person's whānau know about any workplace events (e.g. having a blessing).
- Respected the dignity of the person who died (and their whānau), including who they were, what they believed in and what was important to them.

Honour the person's life, not the way they died.

