

Four County L.O.S.S. Team

(Fulton, Defiance, Henry, Williams Counties, Ohio)

a. Mission:

The Mission of the Four County LOSS Team is to prevent suicide in our community by helping new survivors to feel supported from the very beginning of their tragic loss.

b. Code of Conduct for Volunteers:

All team members MUST sign a Code of Conduct agreement outlining the volunteer's actions while representing the L.O.S.S. Team.

c. Activation Procedure:

1. A coroner or law enforcement will call 211 to dispatch a LOSS team and Coroner/law will share available information with 211.
2. 211 will contact the on-call person who will put a team of 2-4 volunteers together to respond.
 - a. If a volunteer who is called to respond knows the family, the volunteer will inform the on-call person during this phone call. It will be decided at this time if this volunteer should respond.
 - b. A volunteer who is called has the option to decline to respond.
3. The team will gather in a mutual location and travel in one vehicle to respond as a team.
 - a. All team member volunteers will wear their LOSS team identification badge.
 - b. Once the team is assembled, they will share gathered information in a private location.
 - c. The team leader will contact the individual on-call to inform them that the team is on the way to the scene. The individual on-call will relay this information to the appropriate law enforcement.
 - d. A plan of action will be discussed at this time including what each team member will do at the scene.

d. On Scene Procedures:

1. Arrival:
 - a. When the L.O.S.S. team arrives on the scene, the team leader will identify themselves, and ask to speak to the person from law enforcement/coroner who called the team.
 - b. The team will arrive at the scene but not enter the scene until they are given permission from law enforcement/coroner.
 - c. The team leader will ask law enforcement/coroner to introduce the team to the family.
 - d. If it is determined by the team that additional personal is needed, the team leader will call the coordinator to request more volunteers (including those skilled in body identification or death notification as needed).
2. Goals:
 - a. Establish connection with family and explain that the team is there to provide help and support.
 - b. Have survivor on team share briefly share their story as an inspiration of hope.
 - c. Assist family with contacting additional people if needed.
 - d. Give information to call 211 for services, and additional supportive documents.
3. Suspected suicidal behavior or suspected abuse:
 - a. If at any time, a team member suspects anyone at the scene is suicidal or suspect abuse, the team member must report this to law enforcement.
4. Departure:
 - a. Explain that follow-up call will be attempted by a L.O.S.S. team member in next 2 weeks.

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e. Delayed Activation:

1. Law enforcement/coroner will request the team. The team will respond in the same manner as above with the exception that law enforcement may not be present at that time.

f. After the visit & Debriefing:

1. The team leader will complete the Activity Report and get this to the Coordinator in a confidential manner. (I.E. Debriefing)
2. The responding L.O.S.S. team members should spend some time after the visit processing their own response to ensure their own well-being before disbanding.
3. A decision is made on who from the responding team will call the family approximately 2 weeks after the initial visit.
4. Debriefing of the team will occur in the next week. This will include all responding team members. All team members are strongly encouraged to attend to learn.
5. The responding team members are encouraged to visit the funeral home.
6. If a L.O.S.S. team member has any concerns about other team members, they must share these concerns with the coordinator.

g. Follow-Up:

1. The designated team member who responded will make follow-up contact to the family approximately 2 weeks following the initial visit.
 - a. This will be documented on the Follow-up Call Report and handed in to the coordinator in a confidential manner within 1 week of the follow-up.
2. The coordinator will attempt to make follow-up contact again at 3, 6, 9, and 12 months
 - a. This will be documented on the follow up spread sheet.

h. Volunteer Training:

1. All volunteers will be required to be trained in the L.O.S.S. Team model.
2. Volunteers will attend all L.O.S.S. Team meetings when available, but agree to attend a minimum of 6 meetings (50%of all meetings) a year. In the event of an extended absence, LOSS volunteers agree to communicate with the LOSS Team Coordinator.
 - a. Volunteers will be removed from the team, when team meetings are not attended as agreed.

Received By:

LOSS Volunteer:

Date: