



Appendix C: First Week Practical Checklist

This checklist is to help you organize practical tasks in the days and weeks after your loved one's death. **You do NOT need to do everything at once.** Check off items as you are able, ask for help, and return to this list as needed. Refer to the Practical Matters section of the toolkit for more detailed guidance and support as you work through the checklist.

Immediate notifications (first 48 hours)

Before making calls, decide what you want to share (for example, where to share the cause of death, details) and choose a simple one-sentence message they can repeat.

- Notify immediate family members
- Contact your loved one's employer or school
- Tell close friends and community members you trust
- Contact your loved one's doctor or healthcare providers
- Notify life insurance company (if applicable)
- Contact your loved one's bank or financial institution if you are a joint account holder. If you are not a joint account holder, you may need proof of authority (executor or estate administrator)

Who can help with these calls? _____

Secure home/possessions (if relevant)

- | | |
|--|---|
| <input type="checkbox"/> Collect keys | <input type="checkbox"/> Forward mail |
| <input type="checkbox"/> Secure medications/firearms | <input type="checkbox"/> Pause/secure social media access |
| <input type="checkbox"/> Care for pets | (don't change passwords yet if unsure) |

Medical and legal matters (days 2 – 7 and later)

- Ask for a copy of the death certificate (you will need multiple copies—ask how many)
- Ask about the coroner's or medical examiner's report and when it will be available
- Contact a lawyer or the [Law Society of Saskatchewan](http://www.lawsocietyofsk.ca) to get a referral if you need help with estate, will, or guardianship matters
- Ask about any autopsy results or findings



Toolkit For Families and Loved Ones

Navigating a Suicide Loss

Questions I need answered:

Funeral and memorial planning (days 2 – 7 and later)

- Choose a funeral home or cremation service
- Decide on burial, cremation, or other arrangements
- Plan a funeral, memorial service, or gathering (if you wish—you can choose to not have a formal service)
- Decide what you wish to share about the cause of death
- Write an obituary (if you wish)
- Decide on a time and place for gathering (if applicable)
- Plan flowers, music, readings, or other elements (if applicable)

Who is helping me with these decisions/arrangements?

Documents to locate and gather (days 2 – 7 and later)

- | | |
|--|---|
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Vehicle registration and insurance |
| <input type="checkbox"/> Social Insurance Number (SIN) | <input type="checkbox"/> Passport or ID |
| <input type="checkbox"/> Will or estate documents (if any) | <input type="checkbox"/> Medical records or list of medications |
| <input type="checkbox"/> Life insurance policies | <input type="checkbox"/> Employment records |
| <input type="checkbox"/> Bank account information | <input type="checkbox"/> Pension or benefits information |
| <input type="checkbox"/> Mortgage or rent documents | |

Where can I find these documents?



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Support and self-care (today and ongoing)

- Tell your doctor or mental health provider about the loss
- Ask for time off work or school
- Contact the child's school (if applicable)
- Choose one person to be the 'message captain' (for updates, calls, and texts) to reduce the burden and improve coordination
- Reach out for social support and connection
- Reach out to a counsellor, therapist, or grief support group

People I can call for practical help (meals, childcare, household tasks, errands):

1. _____ Phone: _____ To help with: _____
2. _____ Phone: _____ To help with: _____
3. _____ Phone: _____ To help with: _____

People I can call to talk or be with me:

1. _____ Phone: _____
2. _____ Phone: _____
3. _____ Phone: _____

Crisis and support numbers (keep these accessible)

- ***If you are in immediate danger, call 911 (or local emergency number)***
- **9-8-8 Suicide Crisis Helpline** (call or text 24/7/365): 9-8-8 or visit 988.ca
- **Local crisis line:** _____ Phone: _____
- **My doctor:** _____ Phone: _____
- **Trusted family member:** _____ Phone: _____
- **Therapist/counsellor:** _____ Phone: _____



Toolkit For Families and Loved Ones Navigating a Suicide Loss

Notes and reminders for myself

One thing I do NOT need to do right now:

One person or service I can ask for help with:

One thing that brought me comfort today:

Remember, you are not expected to handle all of this alone. Ask for help. Take breaks. Your job right now is to survive, not to be perfect.