

## **Recommended Procedure following a Death of a YWAM Staff or Student.**

**1. Inform local authorities such as police.**

**2. Inform the deceased's embassy.**

The police would be able to assist in this regard.

Ensure that you obtain from the embassy all necessary documentation that you would need to obtain such as death certificates etc. This would be needed should the deceased need to be sent home.

**3. Inform National or Regional Leadership Team.**

**4. Inform Africa Trauma and Crisis Response Team.**

Especially if the death has a traumatic aspect to it.

**5. Inform family members.**

It is strongly recommended that help is sought from the deceased's Pastor or next of kin or another YWAM Base that is close by to assist in informing the relatives in person. The embassy would also be able to assist.

Inform the family of contact details of the Base Leader and that further communication between family and the base is put into place.

**6. Keep information off Facebook**

Till we know that all family members and significant others have been informed.

**7. Enlist the help of an undertaker.**

They would be able to assist with the deceased's remains and in the process of sending the back home.

### **Family Needs upon visitation**

Below are some probable things that they would want to do.

**a. Visiting the site of the accident.**

It is advised that you link them with an appropriate leader on the base and if possible the officer assigned to the case. They could have many questions such as how did it happen? Who's fault was it? What or was everything done to save him or her?

**b. Hospital.**

If the person had gone to hospital they would possibly want to visit the hospital and meet with the Dr etc.

**c. Meeting of those that were friends to the deceased.**

**d. Meeting of those that the deceased had ministered to.**

**e. See where she or he stayed and lived.**

**f. Sorting belongings. Sensitivity is required as some families prefer to do this themselves and not another stranger.**

If a memorial service is planned for the base and community it would be good to engage with the family of what they would like. Be aware of cultural differences. They would possibly want to attend it as well.