

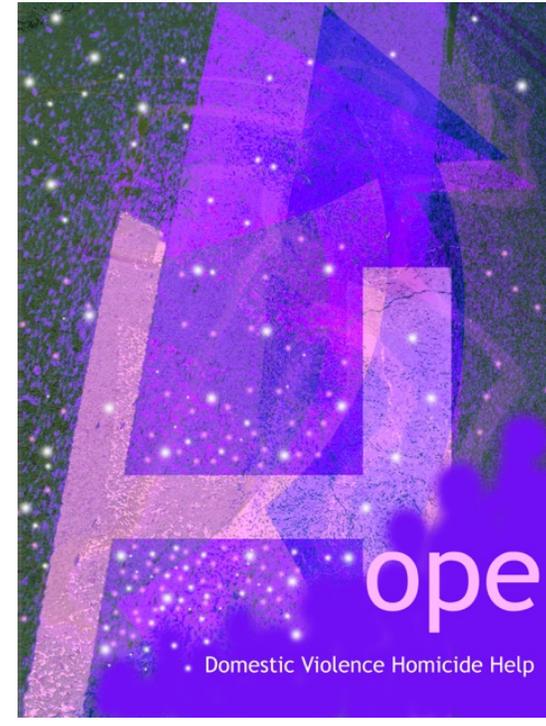
Because We Care...

This booklet is a gift for you from the Marinette County Department Chaplains.

We extend our heartfelt sympathy and
condolence at your time of loss.

We hope this information will help to ease your
burden.

With sincere sympathy,
Archer Leupp
Marinette Co. Sheriff's Chaplain



**Serving Marinette
County**

Telling Someone a Loved One Died

Delivering the news of an unexpected death is never easy. The following are a few tips to help make the processes less difficult.

When possible, it is always best to deliver the news in person. If that is not practical, it might be helpful to phone a friend of the person receiving the news and ask him or her to deliver the message face-to-face.

Be sure you have the correct information.
Be sure you are talking to the correct person.
Make the notification in person, if possible.
Gather everyone in the same room.

(Have someone care for children in another area.)

Ask everyone to sit down.

State the facts simply.

For example: I'm sorry. There's been an accident.

OR – I have some bad news for you.

Use words such as "killed" or "dead."

Use ordinary, simple language.

Do NOT use "lost," "gone," "didn't make it."

Offer Support

Some Possible Reactions

Medical Crisis

Denial

Shock

Fainting

Blaming Self And/Or Others

- ◆ Notify support systems, such as family, friends, church, etc.
- ◆ Allow people to express their feelings.
- ◆ Listen.
- ◆ Encourage meaningful activity

"What Do I Do Now?"

Basic information for survivors

1. Some things you may need to do in the next few hours:

Notify Family and Friends

Contact a Funeral Home

2. Location of Loved One's belongings: _____

3. Location of the Loved One's body:

4. Do not go to the Medical Examiner's Office. (see next page)
You may obtain copies of the death certificate from the funeral home.

5. You may obtain a copy of a police report from the Marinette County Sheriff's Department located at 2161 University Drive, Marinette WI.

[Note that it takes varying amounts of time to obtain death certificates, medical records and autopsy and police reports. Ask officials when you can expect them.]

Police report number, if any: _____

Name of contact person _____

Marinette County Sheriff's Department 715-732-7607

Medical Examiner's Office Information

The following information is provided to assist you in making necessary arrangements for your loved one. The exact order of events may vary in certain cases.

Your loved one has been taken to the [LOCAL MEDICAL EXAMINER OR CORONER] in [NAME OF CITY AND STATE] for examination to determine the cause of death.

1. Call the funeral home of your choice to inform them of the death and your desire to use their services. The funeral director will contact the Medical Examiner's office.
2. If you have a question, you may phone the Medical Examiner's office, at
Do not go to the Medical Examiner's office.
3. The Medical Examiner's office is open [INSERT HOURS OF OPERATION, DAYS OF THE WEEK AND SUCH INFO HERE].
4. The Medical Examiner will normally take 24 to 48 hours before releasing your loved one's body. [CONFIRM WITH YOUR ME!]
5. The Medical Examiner will call the funeral home to transport the body when the examination is complete.
6. The funeral director will make an appointment with you to make funeral arrangements.

If we can be of further service to you, please call
the Marinette Sheriff's Department at 715-732-7607

Resources for Recovery

General Grief Support

For a list of local resources, please visit:
<http://domesticviolencehomicidehelp.com/counseling/>
or call the Rainbow House at 715-735-6656

GriefShare:

Grief Recovery Support
Faith Baptist Church, Peshtigo 715-582-3655
<http://www.fbcpeshtigo.com>

Hospice Foundation of America

<http://www.hospicefoundation.org/griefandloss>

Grief Net

<https://griefnet.org/>

Loss of a Child

Compassionate Friends
<http://www.compassionatefriends.org>
877-969-0010 (toll-free)
630-990-0010

Suicide Survivors

Crossing Rivers Support Group Meets every 2nd Tuesday of the month starting March 8th at 6 pm at Harbor's Retirement Community, 1146 10th Avenue. Contact Steve Nelson at (715) 938-7348 or crossing.rivers@hotmail.com .
SOS Group (Survivors of Suicide) Meets the 3rd Monday of each month 7p.m. at the Bellin Administration Building 2020 S. Webster Avenue, Green Bay. Mary Doemel 920-339-8952
Suicide Prevention Action Network
www.afsp.org/

Domestic Violence Homicide Help

<http://domesticviolencehomicidehelp.com/>

A Plan For Intentional Mourning

1. Set aside a time each day to mourn privately. Use photos, letters, mementos, or any definite reminder as aids in prompting memories.
2. Review the relationship chronologically from the earliest details to the most recent. Think about only part of the relationship at a time and try to remember every detail.
3. Allow yourself to experience any feelings that come. Let tears come.
4. Write your feelings in a journal. Record your memories. After each entry, read the entry aloud to yourself.
5. Write a short farewell to doing what you reviewed. Read this farewell aloud to yourself. If this is too painful, tell yourself you'll do it in the near future. Pace yourself when it comes to farewells. You'll know when you are ready for this step.
6. Have a few friends that you talk with about your loss. Set ground rules with them so you don't wear out your welcome. Thank them. Do a few things with them when you don't talk about your loss.
7. After reviewing the entire relationship, spend some of your private sessions thinking and writing about the secondary losses. Some call these emotional losses or psychological losses.
8. Gradually develop new friends to replace those who slipped away after your loss. Don't waste any energy blaming those who disappear. This is common. You need a support system. Take charge of broadening your support base.
9. Spend some time each day cultivating gratitude. Celebrate those blessings.
10. As you notice the pain subsiding in your daily sessions, you can take a vacation from the daily sessions occasionally. Eventually you may want to reduce these sessions to once a week, but only when you can rehearse the memories without intense pain.

Special Cleaning Resources

When your car, home, or business is the scene of trauma, there are precautions that must be taken.

First, call your insurance company. If it happened at home, your homeowners or renters insurance *may* cover the expense of clean-up. The same might be true of your auto insurance if it occurred in a vehicle.

Ask if there are specific procedures you must follow. Contact your landlord or property manager if they have not yet been contacted and inform them of the situation.

Do not agree to clean up blood and body fluids yourself. This can be very dangerous. Proper training, specialized equipment, and certain immunizations are essential to safe restoration.

Contact a certified bio-recovery company to clean and sanitize the area and its contents if no one else offers to do so.

Law enforcement investigators or your insurance companies may provide you with contact information for services in your area. Once a company is contacted they often respond within a matter of hours in rural areas.

Keep all receipts for expenses. Contact the Marinette County Victim/Witness Coordinator, Mary Falkenberg, at (715) 732-7494 for assistance in filing a crime victim compensation claim. Unfortunately, you may be required to bear some or all of the costs yourself.

If no bio-hazardous material is left from an investigation, fingerprint powder residue is stubborn but safe to remove with household cleaning solutions.

Making Funeral Arrangements

The following items will assist you in making funeral arrangements. If some items are not available, your Funeral Director may be able to help you in obtaining them.

Social Security Number – Benefits that are available will be explained by your Funeral Director. You will need the Social Security number of the loved one to assist you in making a claim.

Veteran's Benefits – In order to apply for these benefits, you will need Veterans Administration identification, such as discharge papers, military service number, or identification card.

Vital Records – An important part of the arrangement process is the recording of vital personal data that will form the official record of death. Listed below are some items that are commonly helpful.

- ✓ Loved One's place of birth
- ✓ Loved One's date of birth
- ✓ Mother's given and maiden name and place of birth
- ✓ Father's name and place of birth

Insurance Policies – If your Loved One made pre-arrangements, purchased one or more burial policies, and/or had life insurance policies you should take them to the meeting with the Funeral Director.

Newspaper Notices – The Funeral Director should notify local papers as well as papers in other cities. It may be helpful to list the survivors on a piece of paper. The newspapers are interested in the activities of individuals. A list of clubs, organizations, church membership, etc., will be helpful.

Clothing – Families often ask about clothing. It is the policy of most funeral homes to completely dress all bodies, including undergarments. The type of clothing is usually optional and reflects the individual's taste.

Photograph – A photograph of your Loved One can be of help to the Funeral Director. The same photo may be used for the obituary. Be aware that many newspapers charge to print photos.

Sample Letters

To Deceased's Employer

Dear _____,

This letter is to inform you that my (relationship to Loved One) died on (month, day, year).

I would appreciate information on fringe benefits, such as group life insurance coverage, pension funds, accrued vacation or sick pay, disability pay, terminal pay allowance, gratuity payments, unpaid commissions, credit union balance, service recognition awards, etc.

Please send a list of documents you require and any necessary forms to be completed.

Sincerely,

(Your signature)

(Your full name - typed)

(Your address – typed)

(Your telephone number – typed)

To Creditors

Dear _____,

This letter is to inform you that my (relationship to Loved One.) died on (month, day, year).

I wish to inquire whether (his/her) loan was covered by a credit life insurance plan offered by your organization.

Please send a list of documents and/or information necessary to file a claim. I will appreciate a response at your first convenience.

Sincerely,

(Your signature)

(Your full name - typed)

(Your address – typed)

(Your telephone number – typed)

Lifestyle Tips For People In Grief

- ✓ Discipline yourself to eat regularly, even if you feel as if you cannot eat as much as usual.
- ✓ Eat a balanced diet.
- ✓ Avoid sweets and fatty foods.
- ✓ Drink 8 - 10 glasses of water per day.
- ✓ Schedule 20 to 30 minutes of vigorous exercise daily. CONSULT YOUR PHYSICIAN ABOUT APPROPRIATE EXERCISE FOR YOUR AGE AND CONDITION.
- ✓ Concentrate on deep breathing in the open air.
- ✓ Concentrate on keeping good posture.
- ✓ Try to catch a nap during the day.
- ✓ Avoid alcoholic beverages altogether. Alcohol is a depressant.
- ✓ Avoid caffeine - hot or cold. This stimulates then lets you down.
- ✓ Avoid solitary TV watching.
- ✓ Keep regular hours.
- ✓ Keep a balance between work, relationship and aloneness.

A Word of Caution

Secure Your Home

It is common for friends and neighbors to ask what they can do for you in a time of need. Perhaps asking someone to “house sit” or keep an eye on your property during the hours of the funeral ceremonies would be a good suggestion.

Beware of Fraud

Every year, survivors become vulnerable to those who prey on the suffering of others. The most vulnerable are individuals who are not accustomed to handling their own financial affairs.

There are people who will search the obituary pages of newspapers to find unsuspecting targets. Some of the fraud schemes involve someone promising to deliver a product or service. Others offer to inspect your home and then invent a problem that needs immediate and costly repair.

A good rule of thumb is to never do business with anyone before checking his or her reputation with the local Better Business Bureau.

How Do I Choose A Funeral Home?

Reputation – Many families prefer to use a funeral home with which they are familiar. Perhaps you have visited a funeral home and felt comfortable with the surroundings or staff.

Location – Is it important that the funeral home is close to your home or other family members?

Price – Federal law requires that all price information concerning funeral goods and services be available by phone. You may also obtain price information in written form upon request.

Some Important Details

- ◆ **Contact the bank** - especially if there are joint accounts. Ask about safety deposit boxes. Fees for such can be found on income tax records if your Loved One itemized.
- ◆ **Obtain death certificates** - these are available from the funeral home. They are often necessary for insurance and many other legal purposes. A minimum of six certified copies is often suggested.
- ◆ **Check current bills** - utilities, phone, loans, credit cards, etc.
- ◆ **Locate titles of ownership** – auto, property, etc.
- ◆ **You may want to contact an attorney** – settling an estate can be a complex affair, especially if there is no will. IF MINOR CHILDREN ARE INVOLVED, ask about placement, guardianship, and termination of parental rights if needed.
- ◆ **Check employee benefits** – notify employer of the death to secure any available death benefits.
- ◆ **Civil Service** – government employees may be eligible for benefits.
- ◆ **Contact Social Security** – secure death benefits.
- ◆ **Check memberships** – some groups offer group life insurance.
- ◆ **Gather insurance policies** – remember to check credit cards and loans for credit life policies.
- ◆ **Veterans benefits** – Veterans Administration Regional Office

Grief Reactions

Experiencing the pain of grief may include physical, emotional and behavior reactions. It is helpful to acknowledge and work through the grief responses. Some common grief reactions are listed below.

Emotional Reactions

Numbness and Shock
Disbelief and Denial
Sadness
Guilt
Yearning
Despair
Hopelessness
Helplessness
Feeling of being lost
Anger
Bitterness

Physical Reactions

Deep sighing
Weakness and fatigue
Rapid heartbeat
Increased blood pressure
Decrease in activity
Muscular tension
Decreased resistance to illness
Weight and appetite change
Neglect of self
Increased sensory awareness

Behavioral Reactions

Blaming others
Apathetic regarding activities
Preoccupied
CRYING
Seeking solitude
Seeking forgiveness
Detached from surroundings
Disoriented to time and places
Withdrawn from friends and activities
Unable to concentrate

Being able to identify some common reactions allows you to know that what is happening to you is considered normal for people in grief. If you would like further information in processing your grief, please call the **Rainbow House** at **715-735-6656** for information regarding local clergy, support groups, and bereavement counselors. You may also contact a Chaplain by calling **Pastor Archer Leupp, the Sheriff's Department Chaplain** at **(715) 582-3655**