

WHAT TO DO  
WHEN  
SOMEONE  
DIES &  
THE THREE  
THINGS NOT  
TO DO



RESPECT

DIRECT FUNERAL SERVICES

GET YOUR FREE CHECKLIST NOW



# WHAT TO DO WHEN SOMEONE DIES AND 3 THINGS YOU DON'T WANT TO DO

## Introduction

Some people are naturally great at planning; they have a nice big savings account and possibly have pre-planned their funeral. When someone has planned out and paid for his or her funeral ahead of time, it is very helpful to everyone involved. On the other hand, a lot of people, at some time or another have mentioned to someone whether they would like to be cremated or buried when they die, but most have not pre planned their funeral. That's where this checklist can be of tremendous help – even if someone has pre-planned, knowing what steps to take and when, will relieve some of the stress.

THESE ARE THE THINGS THAT NEED TO BE DONE  
IMMEDIATELY AFTER A PERSON DIES:

1. Make sure that you have a legal pronouncement of the death. If the person is under palliative care they will have given you a 24hr contact number, so in the first instance call that number, explain the person has sadly passed away and you need someone to verify the passing.
  - If the individual dies at his/her home and if the death is sudden, unexpected or suspicious you should call 999 and the police & paramedic / ambulance crew will arrive and decide if the person has to go to the coroner's mortuary or to the Funeral Director.
  - If this does not apply and the person is not under palliative care then you should call 999 and ask for the ambulance service, they will either arrange for a paramedic, ambulance crew or a district nurse alternatively a locum doctor to come out and verify. Hopefully they will come out ASAP but be aware they are often busy and so have a target time of visiting within 5 hours depending on what time of day the death occurs
  - If a person has died in a Nursing home or Hospice, you need to call the nurse immediately who can legally declare / pronounce the death.
  - If the person is in a Care Home, inform the staff who will arrange for a qualified person to come in and verify the death
2. *Transportation / Removal from the place of death*; This can only be arranged once official confirmation of death has taken place, you can then call Respect to arrange for the transportation of the deceased to one of our chapels. Call our 24hr number; 01427 612 992 or request the staff to call.
3. The person who verifies the death will inform the doctor they are registered with who will arrange for a Medical Certificate of Cause of Death to be sent to the Medical Examiner who will then check everything and call you to explain the cause of death.
4. Once you have spoken with the Medical Examiner they will pass your details on to the Registrar who will call you to arrange a family member or friend to visit and register the death.
4. The Government's target time to register the death is within 5 days of the Medical Examiner receiving the doctor's paperwork or if the coroner is involved once they have finished their review of the information and if needed carried out a PM they may after discussing their findings with you either issue a coroner's order for burial or cremation to proceed or pass your details on to the registrar who will call you to visit them and register the passing
5. Notify close family members and friends and also ask some of them to contact others.



6. If the deceased person has recently been in employment, call the employer and let him/her know about the death. You should also request information about any benefits they be entitled to and see if there is any pay due. It is worth calling past employers, especially large established employers to enquire if there was any life insurance policy made through the company for the individual or indeed they may have a bereavement fund. In the UK we have found the NCB, British Steel, BOC, MOD and many other large employers could have such funds available to former long serving employees
7. *Handle the care of the dependents and pets.* If the deceased person had any pets, then it is important that the pets are taken care of in the event of death. The family members, relatives or close friends should take the responsibility of taking care of the pets. If there is more than a single pet, then the family members and relatives can decide between themselves who gets to keep which pet. If it is not possible for the close relatives to care for the pets you can put out the word with a photo to friends co-workers, social media and the local veterinarian, If the pet still doesn't have a home contact your local RSPCA or similar for help.

A FEW DAYS AFTER THE DEATH, YOU SHOULD  
ARRANGE FOR THE FOLLOWING

A

Arrange for a relative, Executor, Trustee or Legal guardian to look through the deceased documents to see if there is a prepaid funeral plan. If not you need to contact Respect 01427 612992 to arrange a fitting funeral, be it a private un-attended funeral, a simple attended funeral or a traditional funeral.  
Choose the shroud or coffin  
The location and the time  
You should then try to prepare a Eulogy and ultimately the news paper notice and obituary, all of which Respect can help with.

B

If the deceased individual belonged to any religious groups or associations or served in the military then you need to contact that organisation. The people in that organisation may choose to conduct the funeral service or provide funeral benefits.

C

Ask a relative or friend to make sure that everything in the home of the deceased goes back to normal. Have someone keep a watch on the person's residence, answer / divert phone calls, collect mail, water the plants and clear out the fridge.

THESE ARE THE THINGS THAT YOU NEED TO DO  
WITHIN THE FIRST DAYS AFTER THE DEATH

1. Chase the person's Doctor to ensure the Medical Certificate of Cause of Death is sent to the Medical Examiner
2. Choose a Green Burial or Greener Cremation
3. Register the death with the county registrar's office
- 4, Only Request multiple copies of the death certificate if needed

Call 01427 612992

## YOU SHOULD ALSO CONSIDER CONTACTING THE FOLLOWING

- If the person who has passed has a sizeable estate, over £6,750.00 in cash or over £325,000.00 in assets you should consider contacting a professional trust and estates solicitor who can help you to transfer assets as well as assist with all probate issues;
- A tax professional or accountant to find out if a final income-tax return or an estate-tax return should be filed;
- The investment adviser of the deceased person, for valuable information on holdings;
- Life Insurance Company to obtain any claim forms;
- Bank, to find any safe deposit boxes and transfer or close accounts
- DWP, Social Security and other government agencies from where the deceased used to receive benefits;
- Pension providers, for stopping payments and getting claim forms;
- Stopping Junk mail. Contact the bereavement register on line, its free
- Utility Companies; for changing or stopping services and the postal service for stopping or forwarding mail.
- Consider closing all utilities if the property is rented.
- Ensure insurances are kept running but inform them the person has died.
- Close Social Media Accounts; You should also make sure to close down any of the social media accounts that the person might have. The deceased person may have profiles with various social media sites like Facebook, Twitter, LinkedIn, Google+, Pinterest, YouTube to name but a few and all of these should be closed as quickly as possible. You can also let the profile members know why you are taking this step. There are a number of online resources from where you can find how to log into these profiles and get them cancelled.

## **THREE THINGS YOU DO NOT WANT TO DO BY ALL MEANS**

*You should always avoid doing the following blunders;*

- ❖ 1, Fail to inform legal and government agencies;
- ❖ 2, Forget to attend to all bank or financial matters relating to the deceased;
- ❖ 3, Forget to arrange financial means to organise a funeral, Green Burial or Greener Cremation









