

AT THE TIME of DEATH

When death is expected:

1. Check to see if any preplanning has been done
2. Initiate arrangements to fulfill the dying person's requests, for example, coffin building
3. Make a list of who to call when death occurs. This may include:
 - Physician, Home Care Nurse, other medical attendant
 - Family member or friend with planned phone tree
 - Spiritual advisor if desired
 - Funeral Provider or Last Wishes Society
 - Hospice, 358 7828

When expected death occurs:

1. DO NOT CALL 911
2. There is no rush to do anything, and no legal requirement to move the body quickly
3. Make the phone calls as appropriate
4. The person who has died will have to be officially 'pronounced' deceased by a medical attendant
5. To assist the grieving process, review how the death occurred, and encourage expression of feelings.
6. An important step in the grieving process is spending time with the body
7. It is very important to explain what is happening to children.
8. Make sure that any remaining medication is safely put away until it can be disposed of. It can be given to the medical attendant or a pharmacy for safe disposal.

In case of UNEXPECTED death:

CALL 911 and ask for the ambulance. They will arrange the appropriate service to come, depending on who is available in the area. This may be ambulance

attendants or other first responders trained to assess vital signs. They are mandated to start CPR, unless a Do Not Resuscitate request, or a Living Will signed by the person who has died, is available.

The Coroner is notified in all cases of unexpected death.

TASKS WHICH NEED TO BE ACCOMPLISHED AT THE TIME OF DEATH

Tasks Checklist:

1. Family Meeting for Planning.
2. Completion of forms needed immediately, see below.
3. Book burial or cremation.
4. Order coffin.
5. Assess transportation requirements.
6. Plan laying out of body.
7. Arrange viewing of body.
8. Make service arrangements.
9. If cremation is chosen, arrange disposition of ashes.
10. Send obituary to newspaper.

DETAILS OF TASKS AT THE TIME OF DEATH

Depending on the circumstances of death, each set of activities will be slightly different.

1. Family meeting.

This is to initiate communication between a Last Wishes representative and family member or friend responsible for making burial arrangements. If the death is expected, this meeting could take place before the death occurs, and may include the person who is dying.

2. Completion of Forms

Three BC Government official forms are time related and must be obtained, filled out and faxed **as soon as possible** after the death has occurred.

a. Registration of Death forms are numbered by the BC Government. They can be obtained by phoning 250-712-7595. Have a local fax number ready for forms to be sent to you.

b. Medical Certificate of Death The completed form is obtained from the attending physician.

a and b must be faxed together to 250-712-7598. A Burial Permit will be faxed back in a few hours; until this is received, the body may not be moved.

c. Private Transfer Permit Application This form is required **as well as** the Burial Permit, because a commercial funeral provider is not involved. The LWS will likely have a copy available; if not, phone 250-265-4865. The application form must be filled out and faxed before moving the body, and can be started in anticipation of the death.

3. BOOK BURIAL OR CREMATION

BURIALS are legally required to take place in a designated cemetery. The New Denver Cemetery is run by the Village of New Denver. Burials need to be booked through the village office at 250 358 2316. Two village employees are required to do the 'opening and closing' of the grave (digging and filling in). Burial usually takes place within 72 hours of death. If the time is longer sanitation issues may require embalming, which is only carried out by a commercial funeral provider.

CREMATION cannot take place prior to 48 hours after death. It must be done in a designated crematorium, arranged through a commercial funeral provider. Prior to cremation, pacemakers have to be removed; this is usually done by the attending physician.

PLANNED HOME DEATH

The body of the deceased may be kept in the home until burial or cremation. If the death occurs in a facility, the staff need to know as soon as possible what the funeral arrangements will be.

UNEXPECTED DEATH The Coroner will be responsible for assessing the cause of death, and also must be informed about funeral arrangements. An autopsy (medical examination of the body to determine the cause of death) may be required.

4. ORDER COFFIN

A 'rigid, combustible, leak-proof closed container' (coffin or casket) is required for either burial or cremation. This can be made locally from any kind of wood, including particle board or plywood. The LWS will provide names of local woodworkers who keep materials at hand. If it is not possible to have one made, one can be obtained from a commercial provider. If the body is to be cremated, the head end of the coffin must be marked. If people wish to decorate the coffin, any paint applied should be water based.

5. ASSESS TRANSPORTATION NEEDS

Transportation in a coffin must be arranged from the site of death to wherever the body needs to go. A sheet may be used to lift the body into the coffin. A coffin containing a body should not be visible during transportation. Three or more adults will be required to lift the coffin containing an adult. A truck or van should be measured to ensure that it is long enough for an adult coffin. A child's coffin will fit in larger cars.

6. LAYING OUT

This process is optional, and may include washing and dressing the body for viewing and burial, or for cremation. Laying Out may take place at home, or in a community building with many people participating. It helps if the people gather beforehand to discuss with an experienced person what to expect and what they will do. Items need to be assembled such as water, disposable gloves, towels and clothes.

7. ARRANGE VIEWING, if desired

Viewing can occur at home or in a community building. If the viewing period is to be greater than 72 hours, embalming may be necessary to preserve body tissues. In situations of sudden death, or when family or friends have not seen the deceased person for some time, the opportunity to see the body can be a crucial component in coming to terms with the reality that death has occurred.

8. MAKE FUNERAL, CEREMONIAL or MEMORIAL SERVICE PLANS

Ceremonies serve various purposes including community acknowledgement of the death, providing support, sharing the grief with bereaved family and friends, and celebrating the life of the person who has died. The body or cremated remains may be present at the service but do not need to be. Arrangements can be made entirely by the family and friends, or may include a religious leader. An 'order of service' may be prepared that includes biographic or other information, and whatever rituals, readings, music etc are chosen.

9. DISPOSITION OF CREMATED REMAINS

Arrangements will be needed to pick up the cremains (commonly known as ashes). Cremains weigh 4-8 pounds, and are returned from the crematorium in a plastic bag or cardboard box. They may be transferred to an urn, buried, or scattered as desired. Urns may be made of various materials, eg pottery, brass, wood. It is possible that if cremains are scattered on water they may not sink and the water will move them to the shore.

10. ARRANGE NOTICES

If desired, write and place a funeral notice or obituary in a newspaper.

In New Denver, it is traditional to post a notice in the window of the Post Office.

LEGAL AUTHORITY to CONTROL DISPOSITION of the BODY

The legal authority to control the disposition of the body of the deceased person cannot be changed, and is in the following order of priority:

a) the personal representative named in the will of the deceased (ie the executor of the estate)

- b) the spouse (including same sex partnerships) of the deceased, if living with the deceased at the time of death, or a person who was living with the deceased as husband or wife for a continuous period of not less than two years
- c) an adult child
- d) a parent
- e) an adult brother or sister
- f) an adult nephew or niece
- g) an adult next-of-kin determined by the Estate Administration Act

Under c) to g), the order of priority is from oldest to youngest.

If a person is unavailable or unwilling to give instructions, the right passes to the next available qualified person.

COSTS of BURIAL or CREMATION

All expenses are the responsibility of the family of the deceased or their estate. Costs vary greatly and may be higher than quoted. Local cemetery fees are higher on weekends and holidays, and for non-residents. Some commercial providers charge transportation and/or administration fees.

In 2014, excluding taxes, *approximate* costs START at:

Coffin	\$250.00	
Grave space in New Denver Cemetery	\$150.00	-Non Resident \$400.00
Opening and Closing the Grave	\$350.00	
Ash burial	\$90.00	

There are also additional charges for after hour, weekend and holiday burials.

Urn	\$ Check with local funeral director
Cremation provider.	\$ 1000.00+ Can Vary depending on
Embalming	\$ Check with local funeral director