

## Company Preparation Checklist for Critical Incident Stress Debriefing (CISD)

Remember, this debriefing is used to help employees process a traumatic situation in a more healthy way and not as an avenue to criticize, discipline or judge character. It is a resource and avenue of support for employees provided by their employer.

This debriefing (meeting) should not be MANDATORY to employees. Allow employees to come voluntarily. People who feel they *have to* be there can take away from others who want to be there and participate. Be aware of hierarchy status and mixture of attending employees. Employees tend to be more reserved with the presence of personnel from management, supervision and/or HR. Please make facilitator aware of any situation(s) so they can address this appropriately to make everyone feel welcome.

### **CHECKLIST:**

#### **Location determined/room reserved**

Medium-to-large sized room that is easily accessible to attending employees (also EMPAC staff) and provides privacy for those participating in the group session. We want a relaxed, comfortable setting.

# of chairs arranged in a circle shape based on anticipated attendees. Please have extra chairs available for all who may attend. Maximum of 15-20 participants is suggested for a group but please make EMPAC aware if numbers could exceed maximum so arrangements can be made for additional staff support.

#### **Provide EMPAC with primary contact/location/directions/additional details**

#### **Communication to ALL Employees about scheduled debriefing opportunity**

Please don't exclude employees from being invited or having the opportunity to participate in a debriefing. Don't assume who is or isn't impacted by the event.

#### **Review company policy and/or employee options for time-off**

Be familiar with company policy, employee benefits, PTO/sick leave, etc. in the event staff members need or should take necessary time off for self-care after the event and/or debriefing. Also, determine if employees be paid or not for attending debriefing.

#### **Copies of handouts** (may be provided by EMPAC facilitator)

#### **Refreshments and/or snacks**

#### **Boxes of tissues**

#### **Notepad & pen** (if you want list of attendees)



Employee Assistance Programs