
	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>Critical Incident Stress Debriefing (CISD)</b>
	<b>Section:</b>	<b>Administration</b>
	<b>Guideline Number:</b>	<b>214</b>
	<b>Effective Date:</b>	<b>April 1, 2007</b>
	<b>Reviewed Date:</b>	<b>October 1, 2024</b>
<b>Signature of Approval:</b>	<b>Charles R. Pruitt</b> <b>Director of Public Safety</b> 	

## PURPOSE

One of the major goals of the department is to minimize the severity and duration of emotional trauma to an employee caused by a traumatic incident by helping workers understand and cope more effectively with their own and each other's reactions. The mental health consultant's goal is to help those who have been involved with the incident deal with their emotions by allowing expression of those emotions and helping workers understand that having such feelings is not only normal but also a part of the healing process.

## SCOPE

This applies to all uniformed members of the department.

## CONTENT

The following guidelines should be followed for a CISD:

1. The debriefing should be held within two weeks of the end of the incident and preferably within 24-72 hours.
2. The following incidents will indicate that a CISD must be made available:
  - Death of children
  - Death of a firefighter
  - Multiple fatalities
  - Mutilation deaths or gruesome fire/rescue scenes (i.e. extensive mutilation not resulting in death)

At the completion of the incident, the Director (or Human Resources) will contact the local CISD Team or Anthem EAP to schedule a CISD and will advise the affected employees of the request and the date of the CISD. The Director will also ensure that all department personnel attending the CISD complete a Workman's Compensation form and a CISD Notice form. This form is necessary in order to justify further requests for counseling related to the incident identified. Attendance will not be mandatory; however, attendance will be encouraged and recommended.

3. CISD may be used following other traumatic incidents, such as non-fatality rescue or individual fatalities. Requests for an optional debriefing will be initiated by the company officer (or shift leader in their absence) to the Director. The Director cannot deny the request and will contact the EAP to schedule a debriefing. The Director will then be contacted and advised of the request and date of the debriefing. The Director will ensure that Workman's Compensation forms are completed by those attending the debriefing. Once a debriefing is scheduled, attendance will be encouraged for all personnel involved in the incident.
4. Every attempt will be made to put the company out-of-service for the debriefing.
5. Members of the CISD team can respond to the actual scene of a lengthy fire/rescue scene involving extensive injuries, death or tragic situations. The CISD team counselors will be notified of the incident by the Incident Commander.
6. The Director will indicate that a debriefing session was held and its length in the monthly report.
7. In the event that a situation causes an on-duty member some degree of emotional difficulty, Anthem EAP can be contacted with a request for immediate in-house intervention. If such a request is made, the associated forms need to be submitted. This request is to be made by the Director. This type of immediate intervention is not in place of a debriefing; therefore, the EAP counselor may not feel it to be appropriate at the time. Discussion with the counselor should be initiated to clarify the necessity for the request.
8. Any volunteer firefighter or other emergency service worker who worked the incident will be invited to attend the debriefing session.
9. Director or designee shall make every effort to contact all parties that have experienced the traumatic call.

**Accomack County Department of Public Safety  
Critical Incident Stress Debriefing Form**

\_\_\_\_\_  
Incident Location

\_\_\_\_\_  
Date

Nature of Incident:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CISD Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature