

## WINNEBAGO COUNTY DEPARTMENT OF HUMAN SERVICES POLICIES

<b><u>POLICY:</u></b>  <b>Crisis Debriefing</b>	<b><u>Issued:</u></b> <b>July 2014</b> <b><u>Reviewed:</u></b> <b>July 2018</b>	<b><u>PAGE:</u></b>  <b>1 of 1</b>
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### **Purpose:**

The purpose of this policy is to define a protocol to reduce potentially harmful or negative experiences as a result of critical incidents that may directly or indirectly impact staff within their work or personal lives.

Crisis debriefing will include focusing on attending to the physical and emotional needs of staff as well as helping re-establish a sense of safety and security within the work place. Recovery from critical incident stress is accelerated when individuals recognize their reactions, are taught the reasons for their symptoms, and are helped to take self-care steps.

### **Definitions:**

***Crisis Debriefing*** is a formal and confidential process provided by a trained facilitator in a group format. It mitigates the impact of a critical incident and accelerates the recovery process for the staff members involved. Crisis debriefing is not an interrogation nor is it intended to replace the formal investigation or review by the WI Dept. of Children and Families or the WI Dept. of Health Services in instances where this may be required. Crisis debriefing is not designed to achieve psychological closure, it is not therapy, nor is it a long term process. Crisis debriefing will be scheduled within normal work hours to accommodate workers' schedules whenever possible.

***Defusing*** is best described as psychological first aid, with stabilization, ventilation, and screening as its core elements. It is intended to assist staff in making the transition from the state of high arousal, associated with the critical incident, to a more normal state and bring the critical incident experience to a conclusion and allow the opportunity to express concerns.

### **Actions:**

- Request for a crisis debriefing will come through the agency director.
- Agency director will contact debriefing team member.
- Requests for a debriefing will be evaluated for appropriateness by the team and/or lead staff person.
- Internal requests will be evaluated by the team/lead person within the agency to determine whether or not to request an outside debriefer.
- Team members will consult to determine the number of people needed for the debriefing.
- The agency point person will inform the NEW Partnership of changes to the agency administrator and point person, and will complete the quarterly electronic survey from the NEW Partnership.