



Critical Incident Decision Making

Human Capital Services
Respectfully Submitted by:
Employee Relations & Engagement

Critical Incident Decision Making



Purpose

- Identify Proper Procedures for Assisting Departments In Critical Incident Stress Debriefs

Process

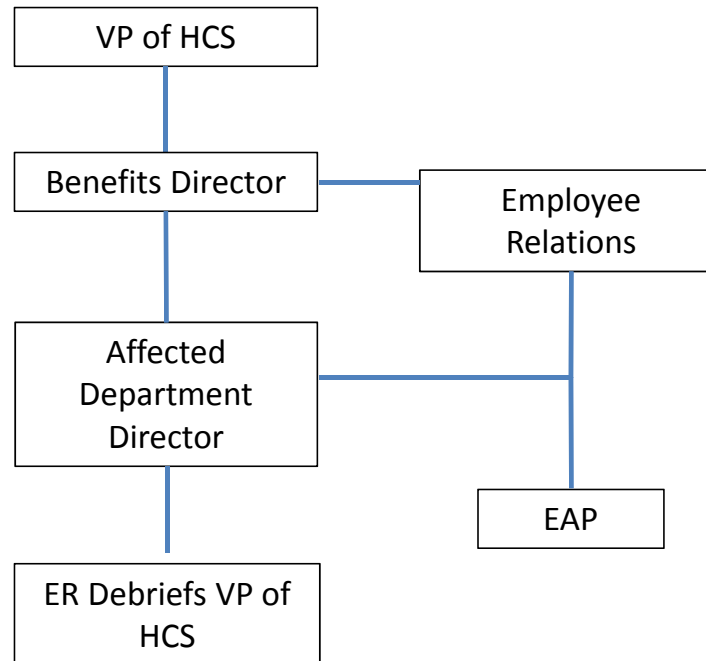
- Discussion with Benefits
- Merging of Benefits and ER Department Practices

Product

- Effective Decision Making Tree Identifying Necessary Contacts, Proper Procedures and Follow Up Mechanism

- Critical Incident Reported to Department or VP of HCS
- Department or VP Contacts Benefits Director. If not available then ER Director.
- Benefits contacts ER to identify CI.
- Benefits contacts affected Department Director to assess Department needs and gain Information.
 - ❖ Victim Identity and work relationship history
 - ❖ Department Debrief:
 - Location
 - Time
 - EAP
 - ❖ Other Benefits Information
- ER Engages with Department Director to visually assess department needs or conditions
- ER recommends immediate intervention by EAP if applicable
- ER Present at CISD
- ER briefs EAP about specific situations and trends
- Benefits and ER conduct After Action Review of Incident with VP of HCS within 24 hours after Department debrief.
- ER coordinates with EAP Rep Alec Hawley for on site 30 day follow up. Other follow up (60, 90 day) at EAP discretion.

Critical Incidents:
 Work Related/Non-Work Related Death
 Employee Suicide





- Critical Incident Reported to VP of HCS
- VP Contacts ER Director
- ER contacts affected Department Director to assess Department needs and gain Information.
 - ❖ Victim Identity and work relationship history
 - ❖ Department Debrief:
 - Location
 - Time
 - EAP
- ER Engages with Department Director to visually assess department needs/conditions
- ER recommends intervention by EAP if applicable.
- ER Present at CISD
- ER briefs EAP about specific situations and trends
- ER conducts After Action Review of Incident with VP of HCS within 24 hours after Department debrief.
- ER coordinates with EAP Rep Alec Hawley for on site 30 day follow up. Other follow up (60, 90 day) at EAP discretion

Critical Incident: Student Suicide – KSU Personnel Involvement

