



## Critical Incident Response Services (CIRS)

Today's ever-changing workplace experiences unique opportunities and challenges. Challenges can include isolated traumas such as natural disasters, workplace accidents, death and workplace change and more chronic stressors such as COVID, racial trauma, political stress and civil unrest. When facing acute or chronic stress, it is common for people to experience a wide range of emotional and physical reactions which can negatively impact the workplace. Critical Incident Response Services (CIRS) are designed to help employees cope with their stress responses and promote organizational resiliency.

### Accessing Critical Incident Support Services:

The first step is to consult with one of our telephonic CIRS coordinators. You can request a consultation in one of two ways:

- Reach out 24 hours a day/ 7 days a week to your dedicated EAP phone number.
  - Indicate that you need to access Critical Incident Response Services. The representative will gather initial details about the incident and your contact information, which will be forwarded to a trained CIRS Coordinator. The Coordinator will call you within 1 hour of receiving the request.
- Submit a request via our [web portal](#). A CIRS Coordinator will call you within 1 hour of receiving the request.

### Telephonic Consultation with a CIRS coordinator:

Our telephonic CIRS team is comprised of mental health clinicians who use their expertise to:

- Understand the unique needs of your organization
  - The coordinator will ask for specific information about the incident. This may include the details of the incident and current emotional reactions you are observing. Such information is necessary to help the CIRS Coordinator fully assess the situation and make appropriate recommendations.
- Provide supportive resources that you can share with your teams
- Provide recommendations regarding the best services for your organization
  - The Coordinator will discuss the types of services available and make recommendations regarding which services may be beneficial, when services should occur and how many hours to use for maximum effectiveness. The Coordinator can also provide guidance on how to announce the services and explain them to those impacted.
  - Coordinate the logistics of your chosen response
    - The Coordinator will identify a clinician who specializes in Critical Incident Response and will schedule the service.



## Critical Incident Response Options

### Group Debrief

- Led by a responder who is a mental health clinician with critical incident group debrief expertise
- Typically, one hour in length and always voluntary for employees
- Can be in person, virtual or a combination
- Normalizes common reactions to abnormal stressors, provides psychoeducation regarding stress management and coping skills, establishes a sense of order, recovery and next steps
- Both **Educational groups** that are more psychoeducation based (informal discussion; no visual presentation used) and **Interactive Groups** that involve more discussion are available.
  - **Educational groups** are:
    - Most appropriate for those who were not directly impacted by the incident
    - More psychoeducational and less conversational.
    - Designed for larger audiences to provide information around coping and building resiliency
  - **Interactive groups** are:
    - Usually for those that were most closely impacted by an event
      - Small groups, usually of 12 or less employees
  - Interactive and educational groups are not:
    - Group Therapy, a support group or an in-depth discussion of the incident

### Individual resiliency planning consultations (1:1s)

- Generally, 15-minute individual consultations to develop a personalized resiliency plan
- Attending a 1:1 is always voluntary
- Can occur following group services
- Can be in person, virtual or a combination
  - If you decide to offer 1:1s virtually we offer a scheduling tool. A link will be provided where individuals can sign up for a 15-minute resiliency planning session.
    - Their name and email address would not be stored or used for anything other than notifying the responder and the employee of the



appointment. Although the fields are required the employee could enter anonymous as the name. Once a time slot is booked it would show as unavailable but would not show who booked it.

### **Management consultations**

- Generally, 15 min individual consultation with a manager to:
  - Provide emotional support for managers
  - Provide psychoeducation to help the manager lead their team such as:
    - Typical reactions to the event
    - Reasonable expectations for performance
    - Strategies to facilitate recovery

### **Turnaround time for scheduled services**

Our standard turnaround time to have a CIRS responder available is 24—48 hours after you have spoken to a CIRS coordinator.

Same day services can be requested, and we make every effort to accommodate these requests. We cannot guarantee fulfillment of same-day requests as there may be factors present that impact a responder's ability to safely arrive or be on site (as in the case of natural disasters and pandemic).

### **Prior to your event**

- 1) The Coordinator will send you two emails:
  - a. The first will include supportive resources that can be shared within your organization.
  - b. The second will be a confirmation that your response has been scheduled. It will include a summary of the details for your response as well as the supportive resources that were sent in the initial email. One email confirmation will be sent per shift requested.
- 2) The assigned CIRS responder will call your site contact to discuss the plan of action. It is very important that the onsite contact and the responder connect prior to the event.

### **After the services**

A survey will be sent via email to the onsite contact to give your organization the opportunity to share feedback regarding how well the CIRS services met the needs of your organization.



## Planning tips:

- Multiple sites for your CIRS?
  - We suggest one point of contact to work with us to coordinate the specific dates/times/locations and types of services. We can assist the contact by asking questions and providing best practice suggestions for how to structure these services.
    - The centralized contact should provide us with individual site contacts so that the responder can speak with that person prior to coming onsite or conducting services virtually.
- Consider if a virtual, in person, or combination of virtual and in person responses would best meet the needs of your organization.
  - Virtual responses allow for more flexibility so that employees may join outside their working hours (if it is more convenient) and also allow them the opportunity to interact with employees at other locations.
    - Virtual events may take place either via our platform (zoom) or your company's platform. Use of our platform is preferred as the responders are trained in its use.
  - If you would like onsite response:
    - Consider how many locations you have and number of staff at each location.
    - Identify a confidential space to hold the debrief and to adhere to CDC recommendations regarding COVID precautions
- It's best to not mix management/ HR in the same group as staff. The power differential can negatively impact the staff's willingness to be open and receive help. Separate groups can be planned for impacted staff and impacted management/ HR, if needed.