



# City of Winter Park Fire-Rescue Standard Operating Guideline

# 100.10

**Title:** Critical Incident Stress Debriefing

**Original Date of Issue:** December 6<sup>th</sup>, 2005

**Date Last Revised:** October 5<sup>th</sup>, 2010

**Revision Number:** I

**Total Pages:** 2

**Purpose:** To establish the procedure for requesting the Orange County Critical Incident Stress Debriefing Team.

**Scope:** In the event Fire Department personnel become emotionally or psychologically overwhelmed due to a traumatic or critical incident the department shall consider the benefits of the CISD process.

**General:** The following criteria may be considered as indicators for CISD:

1. Suicide
2. Loss by death of an emergency worker
3. Serious injury of emergency worker
4. Media interest in incident
5. Prolonged incident with loss of life or serious injury
6. Incidents involving children
7. High emotion impact incidents
8. Relatives death
9. Mass casualty incidents

## 100.10.01 Personnel Involved

- Participation in the CISD procedures will be considered MANDATORY for all personnel operating at the scene. Exceptions to this procedure may only be granted by the FIRE CHIEF or his designee
- Personnel directly involved or on the scene of an incident may request CISD at their own discretion. The Department encourages personnel to express their concerns regarding specific scenes or outcomes.
- Any affected personnel can individually request CISD or counseling.

### **100.10.02 Required Notification**

If it is determined that CISD is needed, the Battalion Chief, Deputy Fire Chief or the Fire Chief shall be notified and they will contact the Orange County CISD Team. In addition, the Deputy Fire Chief and Fire Chief shall be notified of any CISD activation.

### **100.10.03 Attendance to CISD**

- Participation in the CISD procedures will be considered MANDATORY for all employees operating at the scene. Exceptions to this procedure may only be granted by the FIRE CHIEF or his designee. Only those involved in the actual incident may participate in any CISD proceeding.
- For personnel requesting individual CISD the department shall make the CISD process available on an individual basis.

### **Key Points:**

1. Debriefing will take place 24-48 hours after notification.
2. A location away from the Fire Station will be used for the debriefing.
3. In order to maintain strict confidentiality, ONLY the people involved at the scene will be admitted to the debriefing room.
4. All personnel shall be relieved from duty when possible, to attend debriefing.
5. CISD is not to be used as a critique of the emergency operation. Performance issues will not be discussed at the debriefing.
6. No media personnel or observers will be allowed in the debriefing.

### **Information needed when the CISD is requested:**

1. Name and Title of person requesting CISD
2. Information that led to the call for the CISD Team;
  - Date and Time of Incident
  - Duration of Incident
  - Number of victims / patients
  - Type of Incident
  - Suggested time and location for debriefing

**Contact Persons:**

Contact should be made through the Orange County Communication Center.



A handwritten signature in black ink, appearing to read 'James E. White', is positioned above the printed name.

James E. White  
Chief of Department