



Our Mission To provide quality services which enhance the lives of people with disabilities.

Employee Debriefing Package On-Call/Supervisor Responsibility

Date: _____ Date of Incident: _____

Staff Debriefing: _____ Supervisor: _____

Location: _____

Section 1: (On-Call or Supervisor to fill out)

Are you safe?

- Yes
- No

Are you OK?

- YES
 - Inform them if anything changes or something else comes up to let you know
- NO or MAYBE
 - Injury: _____
 - Emotional Impact: _____
 - Have/do they need medical attention?: _____
 - Let them know that their Supervisor and the Health & Safety Department will contact them

If applicable, is staff willing to press charges?

- Yes
- No



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Is there any property damage?

- Yes
 - No
-
-

Have you filled out an incident report?

- Yes
- No

Where is it? When will it be at the main office?

Are you willing to return to the location/with the individual?

- Yes – If yes, do you feel you need additional training?
 - No – If no, you can contact the ERC regarding additional shifts
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After a potentially traumatic event it's important to recognize the situation and provide some direction. A tool to be utilized is the Ad Hoc Incident review (AIR) and this should be completed after an event and take no longer than 5-10 minutes. Follow these steps:

1. Acknowledge and Listen

- a. "That was a tough situation to go through. You may be affected by this or you may not be. However, you feel is normal."
- b. Ask if they would like to talk about it.

2. Inform

- a. "No matter how you feel it is important you do something for yourself tonight. Complete some self-care."
- b. Ask what they do for self-care, set up a potential plan.
- c. Inform about potential resources they can access in the interim (additional resources on Quest website, benefits plan, health and safety department etc.)

3. Respond and set up

- a. "If anything changes feel free to call me as I am here to talk. Otherwise, the supervisor of the house will be giving you a call to make sure you're ok and complete a debriefing with you".
- b. Mention if anything changes to call Health and Safety as it may take 48-72 hours for them to fully process the situation consciously.



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Section 2: (Supervisor to fill out)

Supervisor Name: _____

Please explain the incident (was a PRN offered, CPI, disengage etc.)

When did you notice the individual start to deescalate?

Did you notice anything that might have caused the behavior?

What direction did On-Call, Police, or Guardian give you?

Is there anything you think you could have done differently?



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Empty lines for writing notes.

Do you have any questions for me or would you like any other support?

Empty lines for writing questions or requests for support.

- Utilized the Ad Hoc Incident Review for support and again informed staff of resources
- Let staff know that the Health and Safety Department will follow up with them

Office Use Only

Comments and Follow Up

Empty lines for providing comments and follow-up information.

- Health & Safety Contacted Staff Name: _____ Date: _____
- Debriefing Summary Completed and added to staff file