The 9-1-1 Leaders’ Post Tragedy Care Checklist:  
Step-by-Step Guidance to Lead Your Team through 
the Aftermath of High Impact Events

VERSION 5.  8.27.20  J. Marshall

INTRODUCTION

Attention PSAP leader: this Leader’s Care Checklist is written directly to you or your designee 
who will oversee providing staff support when High Impact Events (HIE) happen in your 
agency. If you are facing a tragedy right now, proceed now to the CARE CHECKLIST on page 2.

Optimal preparation for post-tragedy care of personnel requires fore-knowledge of this 
resource tool and pre-planning to ready your team for implementation. So as able, for best 
results, please read this document thoroughly including the footnote explanations, Background 
and Appendices information before using these materials.

This plan will help you respond to a variety "High Impact Events" (HIE among your employees. 
For additional, more specific guidance for response to an employee suicide, see Appendix A 
(background information beginning on page 10). 911 Training Institute defines High Impact 
Events as...

...those events which involve actual or perceived risk of serious injury or death to 
self or others, and which may therefore activate feelings of intense fear, 
helplessness or horror in the involved personnel. Those exposed to HIE’s may be at 
various levels of risk for development of PTSD and stress-related health impacts. 
Accordingly, strategic support assuring HIE risk education, assessment and 
management should be provided to employees by emergency response agencies.

Examples of high impact events include (but aren’t limited to) the following:

- Acts of Terrorism
- Events involving Multiple Fatalities
- Natural Disasters
- Officers Killed
- House Fires with loss of life
- Child Deaths
- Homicide
- Suicide

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interested in collaboration on or use or of the document should email the Institute. The author wishes to thank NENA 
President Monica Million for her extensive contributions to the development of this resource.

THE 9-1-1 LEADER’S POST TRAGEDY CARE CHECKLIST

Document Purpose: This tool is designed to assist the 9-1-1 director in overseeing all aspects of support to your personal in the aftermath of a High Impact Event (HIE). It recognizes that your two objectives as a leader during and after HIE are 1) to sustain operations of the PSAP, and 2) support the wellbeing of all personnel.

Note about Supporting responders during the High-Impact Event
Responders may not be able to stop working during a line-of-duty or personal tragedy as it unfolds in real-time. In such cases, their immediate emotional support will occur “organically” as they, their peers, and supervisors working the incident pursue their tasks together. PSAP leaders and all other personnel can also provide a supportive presence that fortifies the ability of these team members to retain their composure and focus on their work, by providing the following:

1. Simple recognition of the challenge and affirmation of the good job they are doing
2. Invitation to provide backup, breaks, or full relief from the tasks as needed
3. Offering acceptance and comfort when strong emotions are expressed
4. Remaining present near-by for venting, encouragement during “in-between” moments
5. Providing nourishment and plenty of water
6. Assurance that support is available during, and will be offered after, the event

* COPY, CLIP, AND SHARE WITH SUPPORT TEAM/PEER SUPPORT TEAM

Checklist Instructions: Follow or revise steps below as fits your agency and the incident; check-off tasks as completed and record key notes as helpful. For explanations related to recommended steps, see footnotes when provided. Guidance is written to “you” as if speaking directly to PSAP leader.

PHASE 1: First 48-Hours Post-Event

- **Step 1: Gather info about HIE** (4Ws: What happened to Whom, When and Where)

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2 In the event of an ongoing HIE, members of the peer support team may be needed to provide real-time operational support help at the console. In such cases, it should be clear to all parties, and specified to on-duty personnel that these peer support team members are not, in those moments, operating as peer supporters but as co-workers. (911Training Institute does not consider such operational assistance as peer support in itself.)

3 While supporting coworkers’ who spontaneously express feelings while working the incident, refrain from probing their emotions since this can be destabilizing, thereby impairing their ability to retain composure. Those directly involved in working the incident who feel compelled to immediately process their distress should be provided relief from their posts so this can occur with a support person in a private setting.
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☐ Step 2: Inform your superiors of event and steps you’ll take (below)/note input:

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☐ Step 3. Engage HR Department, report event and seek input to assist in planning

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☐ Step 4: Call A Briefing of Your PSAP Leadership Team (include Peer Support Team, and members of Critical Incident Stress Management Team (CISM), if exists)

☐ Inform them of event (if not already common knowledge)
☐ Preface that this will be difficult to hear
☐ Share the Brief 4Ws about the event
☐ Acknowledge and normalize emotional distress among those present
☐ Urge all present to practice self-care and seek needed support
☐ Emphasize they to seek relief from their duties if significantly struggling
☐ Assure them you (or designee) will lead in creating a PSAP Care Plan ASAP
☐ Appoint, recruit, seek volunteers to help you build the Care Plan

4 This step is per the leader’s discretion according agency requirements and the perceived value of support experienced by your agency’s HR personnel.
5 Your center may have personnel who serve as members of an area Critical Incident Stress Management (CISM) team; or employees may be invited to participate in CISM services when offered after HIEs. In such cases, you as leader can seek involvement of CISM personnel in your PSAP care planning meetings and include CISM group defusing and debriefing sessions in your checklist planning. Research on effects of participation in debriefing sessions shows value when qualified facilitators follow training and practice guidance of the International Critical Incident Stress Foundation. Therefore, it can be valuable to include your local CISM team in care planning if you trust their credentials and competence in delivery of support. Note that per ICISF, group debriefing should never be mandatory for personnel. Debriefing sessions improperly conducted may do more harm than good.
6 Depending on the nature of the event, it is possible that only one or a few people will know it has occurred (e.g., suicide of a peer). Other events such as mass casualties may become common knowledge immediately to all personnel on and off duty. The principle at stake here is to carefully manage dissemination of information about the event for best management of emotional and performance impacts.
7 While 911 Professionals will be naturally dedicated to supporting their peers in the aftermath of an HIE. They will, as a function of their established relationships with fellow personnel likely have a strong basis for trust upon which to offer emotional support. Yet, it is not preferable for those directly impacted by High Impact Events to serve in official/primary roles delivering emotional care for prolonged periods to their peers, for several reasons: serving in such dual roles can place an excessive emotional demand on them; their own ability to process trauma in the hours and days following the event can be impaired by undue focus on caring for others when they themselves equally need support; while supporting their fellow PSAP members can boost their sense of empowerment versus helplessness, serving excessively in official/primary emotional support roles when also affected by HIE’s can limit their personal opportunities to seek support, rest, with freedom from care-giving (to the extent possible); finally, their ability to tend to their peers may be compromised by attempting such demanding care giving while also striving to maintain their own emotional stability, job performance and personal responsibilities. Accordingly, when a PSAP is directly involved in response to an HIE, 911TI encourages the PSAP’s personnel to seek Mutual Aid Peer Support (MAPS) from a 911 Peer Support team uninvolved in service to the HIE whenever MAPS is available. The impacted PSAP leaders can share the Care Checklist to these MAPS partners and seek their help in its implementation, then burden-share in jointly monitoring the wellbeing of the agency’s leaders and Peer Supporters and CISM team members assuring a better balance between caregiving to others and self-care.
4 | 9-1-1 Leaders’ Post Tragedy Care Checklist

- Advise team to notify you if any updates about the HIE, or if complications arise
- Request they maintain confidentiality to assure careful disclosure of event to staff
- Invite input from team re: their greatest concerns for personnel/ideas for planning

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- **Step 5:** Inform and seek guidance from your EAP in care planning and implementing plan (or other trusted mental health professionals if not EAP).\(^8\)
  1. Define your intent to build a Care Plan for initial, intermediate, long-term support
  2. Define EAP’s Role: if, when and how EAP counselors will be available onsite @PSAP:
     - Floating for informal support: all shifts beginning immediately, wk. 1, then tapering
     - Offering personnel brief confidential on-site 1:1 check-ins in subsequent weeks
     - Immediately and thereafter offering in-office 1:1 counseling
     - Define how your team can make immediate urgent and emergent referrals as need upon informing personnel (name of clinicians, fail-proof phone numbers to call)
   **NOTE 1:** the intensity and length of EAP care planned will depend on the magnitude of the HIE/number of personnel impacted. Discuss this with your EAP representative.
   **NOTE 2:** if your EAP does not respond and is not able to provide 24/7 clinical support to your personnel and or is not trained and experienced to deliver trauma therapy, assign a team member to seek the names of local clinicians specializing in traumatic stress; contact them; determine if they can partner with your PSAP in fulfilling Step 5.

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- **Step 6:** Reconvene your PSAP Leadership Team to set Care Plan per Steps 1-5.
  1. Acknowledge emotional distress among those present, share support as needed
  2. Gain agreement that leadership team members will seek their own support as needed
  3. Identify need for backfill to support on-duty personnel when relief needed
  4. Share overview of steps taken thus far, input from HR, Plans for EAP/clinical support

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\(^8\) Preferably, you (or your designee) will have already worked to build a relationship with the EAP and determined their capability to provide urgent and crisis support to your comm center. For specific PSAP guidance in pursuit of optimal EAP services, see *The Resilient 9-1-1 Professional, Chapter 17: The Vital Role of Your EAP: How Employee Assistance Programs Can Help 9-1-1 Pros.* It is also important to pre-identify at least a short list of mental health clinicians in the area who are qualified and known to be helpful to first responders. Go to [www.911training.net](http://www.911training.net) and, under the Resources tab, see if for assistance in identifying qualified clinicians. Such preparation of clinical relationships makes emergency coordination with EAP and clinicians much easier when High Impact Events occur.

5. Define how news media requests will be handled (e.g., by you or designee only) I.D. most deeply impacted personnel; I.D./assign who best to inform them (if not leader)

<table>
<thead>
<tr>
<th>Personnel to Inform First</th>
<th>On/Off Duty?</th>
<th>Designee to inform:</th>
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<td>Others:</td>
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<td>Special Considerations:</td>
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☐ **Step 7. Designees inform most affected survivors** *(identified above)*:
- Inform survivors in-person if possible; if not, by phone with personal follow-up ASAP
- (If by phone, verify they are at, or encourage them to seek, a good place to talk)
- Preface that this will be difficult to hear...
- Share the Brief 4Ws of the event
- Allow time for survivor to react/vent
- Empathize with distress, without urging emotion; don’t try to fix, just be present
- Help survivor plan to connect with supportive others (PSs, friends, family, Pros).
- Assure stability and safety of survivor before ending meeting
- If immediate need, bridge to EAP or other designated mental health clinicians

**NOTE**: Steps 7 and 8 may occur almost simultaneously depending on circumstances

☐ **Step 8. Designees inform remainder of On-Duty Personnel of Event**:
- Inform them in-person, if possible
- Strive for a supporter-to-worker ratio of 1 to 2 or 3, for adequate support
- Preface that this will be difficult to hear
- Share the Brief 4Ws of the event
- Assure that those closest to [the victim(s)] have been notified
- Acknowledging how distressing this may be
- Urging employees to seek relief from console if having difficulty operating
- Advise Employees not to notify their off-duty peers until leadership team indicates they have informed all personnel, to assure careful handling.
- Encouraging them to follow-up with supporters as needed and stand by for update on formal support planned

☐ **Step 9. Designees inform Remainder of Off-Duty Personnel**:

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*9 In many cases, news of the tragedy will originate from personnel and reach those working the floor prior leaders’ awareness. In such unavoidable cases, leaders will adopt their care planning defined here the best they can to “come along side” their employees with support fitting their current status.

*10 A key concept in post-tragedy support: those survivors most personally related to the victims should be informed by the most personal means possible to assure most careful management of potential psychological fallout.

*11 This ratio may not be realistic to achieve in many cases. It is encouraged per the key concepts in footnote 10 above and assumes a HIE of potentially devastating magnitude for all personnel (e.g., mass casualty event). This ratio of supporters-to-employees makes it more feasible to manage the individual and group emotional fallout, posing greater risk to sustaining operations. Whether the recommended ratio can or cannot be achieved PSAP leader are urged to recruit mutual aid from neighboring agencies since supporters from your PSAP are also impacted by the event.*
Inform off-duty personnel by phone; include the following:
1. The Brief 4Ws of the event
2. Assuring that those closest to [the victim(s)] have been notified
3. Acknowledging how distressing this may be
4. Welcoming them to come to PSAP if preferred, to give and receive support
5. Requesting, as you deem necessary, for them to return to work
6. Encouraging them to identify and use their natural support system (family/friends) while still off work
7. Assuring them you will be sending email updates to all personnel as able and deemed helpful

- **Step 10 (Day 2): Consider sending E-mail and “Signs to Look For” resource to all Staff**
  (upon assurance that efforts made to personally notify all personnel). Objective: assuring all are accurately informed, encouraged to seek help, and equipped.
- Construct Letter with the following key elements (using the Sample Letter in Appendix D, as desired) Note: send copies to your superiors, HR, EAP Program.
  - Acknowledge the event and how difficult this has been for all
  - Affirm efforts made by all personnel to support each other and operations
  - Explain that a Leadership Support Team (joined by the Peer Support Team, if exists) is working to assure ongoing support now and in the weeks and months to come
  - Provide names, emails and phone numbers of those on your Peer Support Team (if exists, and if not, your Leadership Support Team)
  - Urge acceptance of personal responsibility for seeking out help available from the Team, from the EAP Program, and therapists specializing in traumatic stress (include names and contact information)
  - Remind and welcome use of your Open Door Policy as their leader(s), including deputy director
- Attach the "Signs to Look For" resource in Appendix C or comparable information sheet.

**PHASE 2: Leadership Steps: Day 3 through End of Week 1**

**Note:** your actual timeline for implementation of these activities may vary significantly from the timeline suggested here, depending on nature of the HIE, readiness of personnel to engage in support efforts, staffing, available resources and other variables.

**Optional Step 1: Identify and engage your community “LOSS Team”** (if event was a suicide within the emergency response family). See map and listing of Loss Teams [here](#).

- **Step 1: Reconvene Support Team**
  1. Share peer support with your Support Team: invite venting; remind members of their agreement to seek personal support as needed
  2. Remind team of your Open Door Policy (Director and Director’s Designee) for their personal use; and encourage them to remind all PSAP personnel to use as needed
  3. Pursue personnel participation in a CISM Debriefing

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12 LOSS Teams are highly trained survivors of suicide who have been equipped to deploy after a suicide and provide specialized support to bring insight, comfort and support to your team members. The model was developed by suicidologist Frank Campbell. exist in many locations in the United States, so agencies and their communities may be able to liaison with existing teams for support while developing internal support systems.
4. Inform them of role of LOSS Team (if applicable) and define any coordination needed with team members to assure follow through how you as a full team will provide support in the remainder of Week 1 and beyond (refer to all information below in Step 2 and beyond):

5. Introduce the PEPCP (Post Event Personal Care Planner, Appendix B) if adopted,\textsuperscript{13}

   - Provide printed copies of this tool and describe its purpose
   - Walk through steps to complete an example PEPCP
   - Identify those who will assist employees in administering this tool (being your Peer Support Team if exists, or designees on each squad)
   - Provide the link to the recorded webinar PEPCP Orientation and Training

\textbullet\quad \textbf{Step 2: Deploy your Peer Support Team} (if exists, or other designated support team members) to meet and partner with each employee to create their PEPCPs

\textbullet\quad \textbf{Day 2 and 3} for initial meetings and begin completing PEPCPs with those most affected (as defined earlier in Phase 1, Step 6) and activate referrals as needed for professional assistance

\textbullet\quad \textbf{Days 4-7} Complete PEPCPs for remaining personnel and activate referrals as needed for professional assistance

\textbullet\quad \textbf{Step 3 (by Day 4): Verify that EAP} is fulfilling all agreed steps of support:

\begin{enumerate}
\item Has initiated visits on site as agreed
\item Has provided printed information on the EAP Program
\item Also request that EAP to conduct follow-up email with PSAP personnel (through you) encouraging use of the EAP Program
\end{enumerate}

\textbullet\quad \textbf{Step 4 (Day 6): Verify PEPCPs have been completed} per above goals and referrals have been achieved when professional assistance was required

\textbullet\quad \textbf{Step 5: Provide HIE Week 1 Report to Superiors} (top management, governing body) informing of all steps above taken thus far, and plans for ongoing follow-up below

\textbf{PHASE 3: Weeks 2 through 8} (actual number weeks will vary per specific event\textsuperscript{14}):

\textbullet\quad \textbf{Reconvene Leadership Team on Weeks 3, 4, 6 & 8 (or more as needed)} (including Peer Support Team, if exists):

\begin{enumerate}
\item Share peer support with members of team; encourage venting to support wellbeing
\item Seek reports on overall status/well-being of personnel for all squads
\item Assess support efforts thus far (Phases 1 & 2); strategize to optimize ongoing efforts
\end{enumerate}

\textsuperscript{13} Use of the PEPCP in your PSAP requires that PSAP leaders and those who will directly administer the tool have participated in the web-based PEPCP Orientation and Training, provided at no charge by the 911 Training Institute. Contact info@911Training.net for more information. If your agency has not yet adopted the PEPCP, strive nonetheless to assure each employee has been personally made aware of all available resources and is encouraged to use them as needed.

\textsuperscript{14} Be flexible in your efforts outlined here to fit how your team is reacting to your intervention steps. They may feel you have “done enough”, so you may approach them more informally and less frequently for check-ins. However, also remember, your employees’ “push back” to check-ins doesn’t automatically mean you should cease offering them. Most responders are still quite awkward with acknowledging their struggles, per the traditional “Suck it Up” Emotional Code (The Resilient 9-1-1 Professional, Chapter 5). The objective as a leader and supporter is to do your best to assure “no one is left behind” while also respecting personal privacy and individual differences in how folks cope with trauma and loss.
Identify and make plans/identify additional resources needed to succeed at ongoing support to personnel and to address any serious fallout (e.g., increased sick leave/staffing, morale, performance)

Peer Supporters (or Director's designees) continue weekly check-ins with personnel
- Formal Check-ins with those most affected personnel (following PEPCP) to offer real-time support and assure their follow-through with other supports and pursuit of professional mental health assistance to assess and treat traumatic impacts
- Informal Check-ins with all other personnel

Verify how EAP will continue support and weekly on-site visits: determine (with EAP rep.) number of consecutive weekly visits prior to tapering off in-house support; request EAP to provide printed/email correspondence reminding and encouraging use of services

Continue Weekly Leader’s Email to personnel reminding of supports available from peer support team, EAP, clinicians, and your own Open Door policy

Continue weekly Leader’s Post-Tragedy Update to superiors

Phase 4: Month 3 through Year 1 Anniversary of Event

Lead monthly meetings of your Leadership Support Team (including Peer Support Team, if exists)
- Share peer support among members to assure well-being and encourage seeking of professional care (since leaders often defer care until after employees are covered)
- Verify that PEPCPs are being implemented with those identified as most-affected by the HIE (while maintaining confidentiality) to assure needed supports are delivered
- Verify (by contact if needed) that the EAP Program continues to provide services required to support PSAP recovery from HIE:
  1. Monthly visits on site (at minimum)
  2. In-services on topics supporting recovery of your personnel,\textsuperscript{16}
  3. Printed/email correspondence reminding and encouraging use of EAP services
  4. Other services as deemed necessary
  5. If the above services are not forthcoming, seek alternative clinical source for same

Assure Functioning of Peer Support Team (if exists; or, if not, Leadership Support Team)
- Meeting regularly as defined in PEPCPs with those identified as most impacted by HIE to foster follow through participation with all needed supports (all confidentiality upheld)
- Regularly re-inviting employees to participate in PS (via newsletter, email blasts and personal invitations during work to their squads)
- Referring those in need of professional help as needed

Continue sending monthly Leader’s Email to all personnel:

\textsuperscript{15} Each employee may have different “triggers” or touch points to the original event. Some events are predictable, e.g., (e.g., birthdays of the deceased. Consider brainstorming such possible dates, events that might be triggers. Also, as time passes through the first several months consider ways in which your team might benefit from memorializing the deceased. Such shared experiences often are a powerful part of the healing process.

\textsuperscript{16} The role of an effective EAP includes delivery of in-service presentations to agency personnel on topics such as: grief recovery after catastrophic losses; coping after mass-casualty events; recovery from exposure to traumatic events, etc. If your EAP provider does not offer such in-services, seek assistance for such services from the local clinicians identified as qualified to treat traumatic stress.
1. Acknowledge that healing after such a HIE can take months or longer
2. Affirm your belief as their leader that professionalism means seeking needed help
3. Encourage personnel to use all available supports (in accord with PEPCPs when used)
4. Remind them of the availability and key role of the Peer Support Team (if exists)
5. Remind them of your Open Door policy, and encourage use

□ 1-2 Weeks Prior to 1st Anniversary of the HIE
   a. Write a letter to all personnel acknowledging the anniversary of the event recognizing that folks may struggle more during the period of this anniversary and reiterating the points in the above monthly Leader’s email.

PHASE 5: Year 2 and Beyond
□ Reconvene your Leadership Team (including Peer Support Team, if exists)
   1. Invite members to share their impressions of the status of personnel (overall) relating to the HIE
   2. Together review Phase 4 Activities and determine which, if any, should be sustained to assure full support needed to foster ongoing healing
   3. Encourage Peer Support Team (if exists) and Leadership Support Team to continue monitoring well-being of squads and urging use of supports and services as needed

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17 Traditionally, military, paramilitary and emergency response agencies have sought to “get past” tragedies suffered by their personnel by avoiding recall of the event, staying “strong” and pressing on with business as usual. However, experts in recovery from traumatic stress and grief concur that healing is fostered by openly sharing recollection of a major loss or traumatic event among those impacted. It is especially powerful when leaders of these agencies set the “standard of care” by declaring their belief in, and commitment to remembering, feeling, and healing together. Accordingly, leaders should strive to officially, and by their own conduct, communicate this message to their personnel.

18 The psychological fallout of a High Impact Event may extend for years beyond the incident, making it vitally important to review and consider re-implementation of the activities recommended in Phase 5. Messaging to staff can be abbreviated over time, but always including assurance that PSAP leaders will provide support when needed no matter how many years have passed since the HIE.
Leader’s Care Checklist Background and Rationale

This 9-1-1 Leader’s Care Checklist is a draft document prepared by 911 Training Institute (911TI) with input and inspiration from Monica Million, 2019-2020 President of the National Emergency Number Association, and other 9-1-1 leaders. They are among many who have expressed the urgent need for such a resource among our nation’s 9-1-1 directors. NENA is welcomed to freely disseminate the Care Checklist to its member agencies with the proviso that it is recognized as a draft document about which 911TI welcomes comments and suggestions for improvement. Please contact Jim Marshall by email: jim@911Training.net.

9-1-1 directors have increasingly found themselves facing High Impact Events (HIE) as defined with examples given on page one, including the suicide of 9-1-1 Professionals and field responders, and man-made mass casualty events to which our PSAPs have responded. 9-1-1 leaders report sharing a strong concern for attending to the psychological fallout among their personnel associated with these HIEs; yet also a sense of helplessness and lack of confidence in how to proceed. They describe feeling quite unprepared to provide optimal guidance through the aftermath of such tragedies amidst concern about the immediate, and longer-term impacts on the personal well-being of their surviving personnel, their families, and the stability of the work force to sustain performance amidst unrelenting demand for service. This leadership struggle is expressed well by statements and questions I recall and will paraphrase here:

- “We checked on those most involved but not much else for the rest...not sure what that would be...”
- “We just jumped into action, checked on people, but didn’t really know what we should be doing.”
- “What do we do next? How long do we check...when do we refer them to professional help?”
- “It’s been a few weeks now. Hard to really know how people are doing...not sure how to ask or how often to ask.”

Reliable answers to such questions can be gained from mental health experts, such as Suicidologist Frank Campbell. Dr. Campbell emphasizes the importance of providing “postvention”, a model he pioneered and which he defines humbly as “…those kind acts that are extended after a suicide...to those bereaved by suicide...”

Such postvention acts of kindness need to be well-organized and guided. Most 9-1-1 centers have (through their governing agencies) Employee Assistance Programs (EAP) which are contracted to provide mental health assistance to all employees. If well prepared, such EAPs can be of great help in postvention and support after other HIEs. Yet, too often the EAP organizations upon which 9-1-1 centers depend are not available 24/7/365, are not knowledgeable about the specific psychological demands of first responder work and have not developed ongoing relationships with PSAP personnel to earn their trust and confidence. Most EAPs are also note equipped specifically to provide postvention. In lieu of such support, 9-1-1 leaders through the years have sought help from the 911 Training Institute (911TI). But dependence on an organization external to the community like the Institute is not an optimal or sustainable solution. 911TI recognizes that 9-1-1 leaders must be locally empowered with a hands-on resource tool they can use to guide their steps after tragedy and assisted by capable local clinicians wherever possible. For this purpose, the 911 Training Institute has prepared

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19 “Neither the National Number Association nor the 911 Training Institute are responsible for use or impacts of use of this document. The information herein does not constitute clinical mental health service or advice. Those at risk of suicide or struggling with other acute mental health crises should seek the guidance of a licensed mental health professional.”

the 9-1-1 Director’s Post-Tragedy Care Planner, to guide you step-by-step as you lead your personnel in the moments, days, weeks, and months after such a death. It was designed on the premise that adequate support to personnel after HIEs is not a week-long endeavor after which we proceed with “business as usual”; it is a calculated, coordinated long-term effort encompassing preventive education, intervention, and ongoing support.

Yet, there is more to prevention than what we may think. In accord with Dr. Campbell’s model, we need to recognize that 9-1-1 leaders’ involvement in postvention will also serve as suicide prevention in the 9-1-1 industry. By more effectively coming alongside those in the aftermath of suicide, we can help restore hope, lessen helplessness while fueling empowerment, and begin the individual corporate healing process. This shared experience enables members of the impacted community to stop the cascade of despair and decrease the risk of more suicides among those most profoundly impacted.21

Two of the most common HIEs impacting our 9-1-1 centers in recent years and on the increase are suicides among emergency responders and man-made mass casualty events.

Understanding Suicide

Suicide in the United States (General Population)

The number of suicides in the U.S. increased significantly between 2007 (34,598) and 2017 (47,173)22, an increase of 30.5% during this period. The rate among men in 2007 was 27,269, and in 2017 it was 36,782, an increase of 34.8%, whereas the rate among women in 2007 was 7,329 and in 2017 it was 10,391, for a 41.7% increase during this period. While these rates are alarming for both genders, it is also significant to note that between 2001 and 2016, the suicide rate increased more dramatically among women (50%) compared to men (21%) between 2001 and 2016, with the greatest rate of increase in the latter ten year stretch.23 24

Suicide Among 9-1-1 Professionals

Some of the suicides embedded among those statistics are deaths of our 9-1-1 professionals. Even in the three weeks preceding writing of this introduction, three more dispatchers suicided, leaving a wake of devastation among our 9-1-1 family members. While the 9-1-1 Training Institute is unaware of any official data specifying the rate of suicide among emergency telecommunicators, we can reasonably assume that the rate among 9-1-1 Professionals and other first responders has at least been on par with the increases cited above for the general public. Many 9-1-1 leaders in the U.S. (including members our Institute team) have been personally impacted by several telecommunicator suicides in the past three years alone. The statistics above indicating increases in female suicide are cause for alarm within the 9-1-1 community since our workforce is still predominantly female.

21 Ibid, Campbell, F.
Further concern for anticipated increases in suicide rates among 9-1-1 professionals is supported by the finding that for each woman who completes suicide, 3.5 men will suicide. More men each year are joining the 9-1-1 ranks, including military veterans--a population with a suicide rate higher than the general population.

In the general population women attempt suicide 3.5 times more often than men. Yet, there is some support from current understanding in suicidology that would suggest that a higher percentage of females in 9-1-1 and other emergency response roles may complete suicide compared to females in the general public. (These factors include lessened fear of death and increased "courage and competence" to take one's own life, due to extensive exposure on the job to violence and death in many forms. (See footnote below for more thorough explanation about these factors.)

A final factor driving concern about suicide among 9-1-1 ranks is that suicide risk is known to be significantly higher among those with untreated Post-traumatic Stress Disorder (PTSD) and clinical depression; the rates of PTSD in the 9-1-1 industry is believed to be four to five times higher than the general public, while the rate of depression in this population is double the rate among the general public.

Understanding Other High Impact Events

9-1-1 Professionals can be expected to face greater risk of stress-related struggles following other types of High Impacts including those listed below. Additional information about these events is also offered.


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25 Drapeau, C. W., & McIntosh, J. L., ibid.
26 Ibid.
28 Suicidologist Thomas Joiner (2015) explains that lethality of suicide increases on par with the degree to which the individual experiences three of the suicide components, being suicide Desire, Capability and Intent. Desire is understood in accord with the Suicide Standard established by the National Suicide Prevention Life Line (NSPL) as the combination of one or more sub-components including ideas of suicide, hopelessness, helplessness (to change life circumstances), feeling like a burden to others, feeling intolerably alone, unresolved psychological pain, and feeling psychologically trapped (Joiner, et al. 2007); Per the NSPL Standard, Suicide Capability includes history of suicide attempts, history of violence, exposure to someone else's suicide, alcohol intoxication, substance abuse, suicide means, recent dramatic mood changes, out of touch with reality, and extreme agitation; and Suicide Intent includes: attempt in progress, expressed intent to die, plan to kill self and/or others, preparatory behaviors. In accord with Joiner’s model (2015) it may be that emergency responders (irrespective of gender), due to their repeated exposures to work-related deaths in many tragic forms including suicide among co-workers, may become more "competent" to complete suicide; i.e., they "get used to" death and thus lose their fear of death while boosting "courage" to complete the act. As Palmer has found: “Acquired capability or the learned ability to overcome one’s natural fear of death—makes suicide possible…” (C. Palmer, C., Monitor on Psychology, November 2018). Lethality escalates further when such competence is combined with anger which can dissolve ambivalence about suicide (Joiner, 2015).
29 Lilly, M., in The Resilient 9-1-1 Professional, 2019, p. 42.
30 Lilly, M., ibid, p. 44.
• Deadliest Shootings: 1949 to 2019 (August) [CNN] 
APPENDIX A:
Preparing Your PSAP for Postvention Support after Employee Suicides

The following information supplements the Post-Tragedy Care Checklist and is offered to help you as a leader assure that your personnel receive the best possible support in the aftermath of a suicide. Such care after a suicide is called Postvention.³¹

☐ Preparatory Activities for 9-1-1 Leaders (pursued, as able, before deploying the Care Plan):
   ☐ Participate in Training to use the Post-Tragedy Care Checklist (as presented in main document here)
   ☐ Participate (or appoint a delegate to participate in) Suicide Postvention Training. 911 Training Institute recommends the LOSS training model (Local Outreach to Suicide Survivors Team) developed by Frank Campbell³² to achieve the following objectives:
      ☐ Define the Purpose and Goal of Postvention: Reduce impacts, join those affected in the beginning of a healing process
      ☐ Describe Postvention within the full cycle of care (Postvention is also Prevention: see http://www.lossteam.com/postventionisprevention.php
      ☐ Define and establish core competency to come alongside others doing postvention

         Note: if you seek out Postvention training from sources other than Dr. Campbell strive to assure that the Training approach is consistent with his LOSS Team model.

   ☐ Define The role of a 9-1-1 Peer Support Team in your agency (if in place)
      ☐ Purpose of the team
      ☐ Activities of the team to fulfill this purpose (including the Team's role in activity "d." below.
      ☐ How to proceed as a PSAP with Postvention if you do not have a PS Team
         1. Identify limitations due to lack of such a team in the ability of PSAP personnel to fulfill the activities above
         2. Define a plan to achieve those activities to greatest extent possible

☐ Identify and establish relationship with area mental health providers
   ☐ Employee Assistance Programs (EAP, if not already achieved)³³
      1. Assess their ability and knowledge to serve 9-1-1
      2. I.D. their clinical limitations (are they experts in PTSD and use Evidence Based Treatments for same; if not, define role with limits clear, and see A.b. ii.
      3. Define terms by which EAP will assure 24/7 availability, including names of dedicated EAP personnel, specific contact procedures, and

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³¹ Note that an instructional video on Postvention Care Planning is being prepared to help you and your leadership team prepare in these efforts. Email Jim@911training for more information.

³² Dr. Campbell defines survivors as "those impacted by a suicide death". (See http://www.lossteam.com/index.php)

³³ For guidance, see Chapter 17, The Resilient 9-1-1 Professional.
means of contact/communication e.g., dedicated cell phone numbers for use by PSAP.

4. Selection of clinician and assigned as dedicated to comm center

- Beyond EAP: Select a community clinician with expertise in PTSD using Evidence Based Treatments (EBT)

1. Define terms by which these clinicians will assure 24/7 availability, including clinician names contact procedures, and specific means of contact/communication e.g., dedicated cell phone numbers for use by PSAP.

- Implement the 9-1-1 Director’s Post-Tragedy Care Checklist according to the guidance set forth in that document.

**NOTE:** If you are reading the Word version of this document, you will see only Appendix A; see the PDF version to view all Appendices A-D.

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1 Traditionally, 911 Professionals have not been invited to group debriefings even when the dispatcher involved in the event. While group debriefing should never be mandatory, the opportunity to participate should be made available since the experience of closure 911Pros can gain may be invaluable.
**APPENDIX B: Post-Event Personal Care Planner (PEPCP)** Name of Employee: ____________________________

<table>
<thead>
<tr>
<th>Sections A through E: Complete prior to planning care</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. What role did this employee have related to this event?</strong> (Psychological Proximity)</td>
</tr>
<tr>
<td>High to Low</td>
</tr>
<tr>
<td>1. Directly Involved AND Family or close friend of those at risk/believed dead</td>
</tr>
<tr>
<td>2. Directly Involved OR family or close friend of those at risk/believed dead</td>
</tr>
<tr>
<td>3. On duty with/assisting those directly involved</td>
</tr>
<tr>
<td>4. Employed @ agency/Off duty</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. What intensity level could the event be for this employee, per role?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECHO</strong> Extremely High</td>
</tr>
<tr>
<td>- Possible: Personally devastated</td>
</tr>
<tr>
<td>- Poss. Severe shock, numbness</td>
</tr>
<tr>
<td>- Poss. Serious Difficulty functioning</td>
</tr>
<tr>
<td><strong>Indicates:</strong> ASAP PEPCP &amp; Clinic. Assessment</td>
</tr>
<tr>
<td><strong>DELTA</strong> Very High</td>
</tr>
<tr>
<td>- Likely deeply disturbing</td>
</tr>
<tr>
<td>- Functioning may be impacted</td>
</tr>
<tr>
<td><strong>Indicates:</strong> Immediate PEPCP; completion of clinical assessment required/strongly urged within 48 hours</td>
</tr>
<tr>
<td><strong>CHARLIE</strong> High</td>
</tr>
<tr>
<td>- Significantly distressed: cumulative risk</td>
</tr>
<tr>
<td><strong>Indicates:</strong> PEPCP completion within 1 week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Employee’s Distress: Ask...</th>
</tr>
</thead>
<tbody>
<tr>
<td>“How distressed about this event do you feel right now, on a scale from 0 to 10?”</td>
</tr>
<tr>
<td><strong>Record Here:</strong> “ ”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Invite employee to describe distress:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Past HIE exposures. Ask: “Are there other major events you’ve been exposed to in the line of duty that are still disturbing to you?”</td>
</tr>
<tr>
<td><strong>YES_____ NO</strong></td>
</tr>
</tbody>
</table>

### Planner initiated by: ____________________________

| Date: ____________________________ | Time: ____________________________ |

<table>
<thead>
<tr>
<th><strong>EVENT DESCRIPTION:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TLIMELINE for Support Delivery:</strong> (Can be revised over time as best fits needs)</td>
</tr>
<tr>
<td>Immediate</td>
</tr>
</tbody>
</table>

| **Note:** Select a PEPCP coordinator to assure follow-up/documentation through year. |

### G. Plan Care Options

1. **Leader Care Response**
   - a. 911 Director/Designee: 1.1 |
   - b. 1:1 w/F. Spvsr. (after A. thru E.) |

2. **1:1 Peer Support**
   - a. Initial 1:1 meeting w/Educ. Info. |
   - b. ProQOL (Screen: Comp. Fatigue) |
   - c. Refer to Director or D.D. (PRN) |
   - d. Seek Peer Supervision |
   - e. Continued 1:1 Support |
   - f. Make Clinical Referral |

3. **Clinical Referrals to:**
   - a. Initial Trauma Assess. (EAP) |
   - b. Initial Trauma Assess (EMDR clin.) |
   - d. Family Physician |
   - e. Fit-for-Duty Examination |

4. **Self-Help Activities**
   - a. Initial Resilience Training |
   - b. Review/Practice of Resil. Skills |
   - c. Health Incentivizing Program |
   - d. Support Group: |
   - e. Give SafeCallNow.org #, PRN |

5. **C.I.S.M. Engagement**
   - a. Educational Info on acute stress |
   - b. Group Defusing |
   - c. Group Debriefing |
   - d. Individual Debriefing |
   - e. Individual Follow-up |
   - f. 1:1 Support meetings |
   - g. Group spiritual support/present. |

### REVISED VERSION

*This is a measure of “Subjective Units of Disturbance” (SUD). SUD as a measurement has been shown to be strongly positively correlated with Clinical Global Impression–Change (CGI-C) See K. Daeho, Hwallip, B.Y., Park, C. Validity of the Subjective Units of Disturbance Scale in EMDR. Journal of EMDR Practice and Research, Volume 2, Number 1, 2008 57 DOI: 10.1891/1933-3196.2.1.57*
Recognizing and Responding to Signs
And Symptoms of Traumatic Stress

Common Reactions to
Traumatic Stress

Physical Responses:
- Change in sleep patterns
- Change in appetite
- Shallow or rapid breathing
- Headaches
- Muscle tension & soreness
- Increased heart rate, palpations
- Stomach upset

Emotional Responses:
- Shock or numbness
- Anger toward others involved
- Fear
- Depression or low mood
- Guilt/frustration
- Sadness/tearfulness
- Feeling unsafe or vulnerable
- Loneliness

Mental/Cognitive Responses:
- Confusion
- Difficulty concentrating
- Difficulty remembering details of event
- Feeling mentally ‘foggy’
- Impulsivity
- Over focused on an activity

Behavioral Responses:
- Withdrawal from others
- Angry outbursts, irritability
- Crying
- Decreased energy/ambition
- Marital/relationship conflict
- Increased use of alcohol or medications
- Fear of being alone

Tips to Manage Stress

1. **Stick to the basics**: eat well, exercise consistently especially cardio workouts, rest & sleep.
2. **Avoid over use of** stimulants: caffeine, chocolate, nicotine. Avoid over use of depressants: alcohol, sleeping pills.
3. **Gravitate towards** what is comfortable: familiar surroundings, balance your time with others and alone time. Humor is good!
4. **Talking is good for the mind & body!** Tell your story, share your thoughts & feelings with those who are supportive. No need to block recollections. Feel free to set boundaries with those who are not helpful or who are draining.
5. **Don’t be surprised by memories.** Thoughts of past experiences may emerge. This is normal.
6. **Give yourself time to recover.** Difficulties like the ones listed on the left are common but short-term. Seek help if reactions interfere with job responsibilities or last too long.
7. **Slow down!** Doing less is better for a short time. You aren’t yourself right now. Your brain needs rest & time to heal and re-organize.
8. **Communicate your feelings clearly.** Others may not know how to respond so let them know what is helpful & what is not.
9. **Don’t compare yourself with others.** Don’t take responsibility for others. Each person’s experience is unique & personal.

*NOTE: All these signs can be normal responses to abnormal circumstances. But be sure to seek professional help if they endure for over 30 days OR are seriously interfering with your ability to function now, AND OR you are struggling with suicide thoughts. In crisis, text **CONNECT** to Crisis Text Line: 741741 (https://www.crisistextline.org/textline) or contact NSPL Hotline @ 800.273.8255 (https://suicidepreventionlifeline.org/). Both are 24/7/365 support for you!

Source: www.CoherenceAssociates.com
For more information: 911 Training Institute
Jim@911Training.net  www.911Training.net
Note to leader: this is only an example of the type of communication that can be helpful for leaders to initiate after a High Impact Event. It is offered simply as a resource. Be sure to carefully read this sample letter; revise as desired to make it your own as desired; replace bracketed instructions with your actual information; and, place document on your letterhead.

Dear Staff:

When tragedy strikes our comm center, it’s important for us all to be informed so we can join together to give and receive the support we need. As you hopefully know, since our leadership team has worked to inform all personnel in-person, today we face such a situation.

Let me briefly summarize again what we know to be sure we all share the same accurate understanding of what has taken place. On

[...time/date of the event]

[name of involved personnel]

[briefly define the incident and outcome that occurred]

I know this event is very hard to hear, and I want to assure you that we’ve already reached out to most personally affected, including [indicate names]. We want to be sure that they, and you too, have all the support needed because each of us will be impacted in some way.

I’m also asking for your help in sharing responsibility for your well-being and your peers’ as we travel through this hardship in the days ahead, so that no one is left behind. Let’s not obey the old “Suck it up” mentality. It IS okay to not be okay as long as we’re in it together. So please carefully read the attached handout called Signs to Look For, and if you recognize you’re having a hard time, please be sure to reach out as needed to a trusted leader, peer, or one of the professional providers available through or recommended by our EAP. A list of all these support folks is attached [build and attach list including those parties, with names, phone and email].

If you notice a peer struggling, please assist them in seeking help, and if you aren’t sure what to do, be sure to let me [or your designee] and or members of your peer support team [if a team is in place]. And please remember, I will keep my office door open to welcome your visit in the days, weeks and months to come.

We can all come through this together! Be assured [I/we] will keep you updated as we learn more along the way.

[Your Name, Title]