

CHAPTER 5
CRITICAL INCIDENT RESPONSE TEAM
TABLE OF CONTENTS

<u>PURPOSE</u>	5-3
<u>POLICY</u>	5-3
<u>STRUCTURE</u>	5-3
<u>RESPONSIBILITIES</u>	5-3
<u>ACCESSING CRITICAL INCIDENT RESPONSE TEAM SERVICES</u>	5-4
<u>RESPONSE</u>	5-5

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CHAPTER 5

CRITICAL INCIDENT RESPONSE TEAM

1. PURPOSE.

a. The Critical Incident Response Team (CIRT) was developed to provide assistance to the assigned command of any California Highway Patrol employee who is killed or seriously injured in the line-of-duty. The CIRT services may also be requested when an employee death or serious injury occurs off duty if the event has a significant impact on a command's personnel.

b. The CIRT will assist the affected command with critical incident stress management, funeral planning, and other forms of support services as needed.

2. POLICY.

a. The CIRT is available to respond at the request of the Division or Area commander, when an employee is killed in the line of duty to provide assistance to the involved command and the employee's family.

b. With the approval of the Office of Employee Safety and Assistance (OESA) commander, the CIRT will provide assistance, if requested, to a command in the event of an employee death or serious injury other than in the line-of-duty.

c. With the approval of the OESA commander, the CIRT will provide assistance, if requested, to a command involved in any other significant critical incident.

3. STRUCTURE.

a. The CIRT should consist of the following members:

(1) OESA Commander and/or OESA supervisor.

(2) Peer Support Program (PSP) coordinator.

b. The CIRT may be augmented with PSP volunteers, mental health professionals, or any other individual with specialized expertise.

4. RESPONSIBILITIES.

- a. The OESA commander or OESA supervisor shall act as a liaison between team members, the command, Division, and Executive Management.
- b. The OESA commander is responsible for assisting the Area commander with all stages of planning a memorial/funeral service.
- c. The OESA supervisor or a designee is responsible for supervising team members and coordinating additional resources as necessary.
- d. The PSP coordinator or designated CIRT member is responsible for providing assistance and guidance to the immediate family, friends, and command personnel of the deceased or injured employee, if requested. Assistance is also provided with logistical planning, making funeral arrangements, conducting memorial service(s), and participating in Critical Incident Stress Debriefings (CISD).
- e. The PSP coordinator or a designee is responsible for assessing critical incident stress management needs, scheduling and attending CISDs as needed, selecting and monitoring responding PSP volunteers and mental health professionals, and assisting with funeral planning as requested.
- f. The PSP volunteers are responsible for assisting other team members during CISDs, meeting with individual employees, alerting the PSP coordinator or a designee, or mental health professional of individuals who require additional assistance and provide assistance at funeral services as requested.
- g. All CIRT members should attend daily planning meetings.

5. ACCESSING CRITICAL INCIDENT RESPONSE TEAM SERVICES.

- a. The commander or designee may request CIRT services by contacting the OESA. After regular business hours, any team member may be contacted through the Emergency Notification and Tactical Alert Center.
- b. Any CIRT member who receives a request for CIRT response shall immediately notify the OESA supervisor. The OESA supervisor shall notify the OESA commander. If either of these individuals are unavailable, notification shall be made to the Executive Assistant to Assistant Commissioner, Staff.
- c. A CIRT member who is notified of a death or serious injury should ascertain:
 - (1) Name and identification number of the deceased or injured employee(s).

- (2) Circumstances of the death or injury.
- (3) Family information (parents, spouse, children, significant other, siblings).
- (4) Location to which the CIRT is to respond.

Note: Remind the person making the request to make the appropriate departmental notifications through channels.

6. RESPONSE.

- a. Once requested to respond, the OESA commander or a designee should assign one team member to notify the remaining team members.
- b. The OESA commander should designate one team member to coordinate travel arrangements for the responding CIRT members.
- c. Requests for response by PSP volunteers shall be coordinated with the respective employee's commander.
- d. A minimum of two CIRT members should remain within the requesting command until CIRT services are no longer required.

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