



Oswego County EMS Standard Operating Guideline



SOG Number: 3	Title: Critical Incident Stress Management Team	
Approval Date: 10/26/2010	Review Date: 10/26/2010	Approved By: J.D. Jones County CISM Team

Purpose

To define the structure and operation of the Oswego County Critical Incident Stress Management (CISM) Team.

Guideline

Responsibilities

County EMS Coordinator (EMSC)

- Acts as central point of contact for CISM activities
- Appoints one Team Director
- Maintain a roster of team members and contact information
- Contacts team when a Critical Incident Stress Debriefing (CISD) is requested
- Facilitates Team training needs

CISM Team Director and Deputy Directors

- Shall meet Team Member Requirements detailed below
- Directs all aspects of Team organization and operation
- When requested for a CISD, assembles team to conduct debriefing
- Maintains a record of debriefings conducted and which CISM team members participated
- Conducts CISM activities using best practices
- Selects CISM Team members that meet requirements detailed below

Team Lead

- Conduct the CISD
- Verify that the conduct of the CISD is consistent with best practices

County 911 Center

- Acts as a notification point for those who desire a CISD

Actions

County EMS Coordinator

1. Appoint one team Director
2. Review Director appointments annually
3. Maintain a list of all active Team members and their contact information
4. Maintain a log of all CISM sessions and all those team members who participated in them
5. When a CISD is requested, contact the Director or Deputy Director and request team activation
6. Inform the Director and Deputy Director of training session availability. When possible, secure County funding for training attendance.

CISM Team Director/Deputy Directors

1. Team Director calls for the election of two Deputy Directors from qualified CISM team members
2. Select Team members by (a) verifying that they meet the Team Member Requirements and (b) a majority vote between the Director and Deputy Directors
3. Provide the EMSC with Team members' names and contact information
4. When a CISD is requested by the EMSC, contact team members and conduct briefing
 - a. Participating team members shall be rotated to the extent practical so that the same people are not always used
 - b. A Team Lead shall be responsible for the conduct of the briefing
5. When the CISD is complete
 - a. Inform the EMSC of Team members participating (NOT the providers involved in the debriefing)
 - b. Inform the EMSC of the results of the CISD (participation, team performance, outstanding issues, follow-up actions, suggestions for improvements that should be passed on to the Team)

Team Member Requirements

- Active health care or public safety agency provider for at least 10 years, OR a degreed mental health professional
- Has successfully completed the 12 hour Critical Incident Stress Management course (this may be waived for degreed mental health professional)
- Team leads are (a) appointed by the Director and Deputy Directors by majority vote and (b) shall have successfully conducted at least 2 briefings as a Team Lead under the direct supervision of Director or Deputy Director

County 911 Center

- When a CISD is requested,
 - Obtain the name, affiliation and contact information from the requestor
 - Contact the EMSC and provide the above information

External Approvals

CISM Directors and Members