



Trauma Intervention Programs of San Diego

DEALING WITH TRAGEDY IN THE WORKPLACE

A SUPERVISOR'S CHECKLIST

- Have I identified everyone affected by the event?
 - Co-workers
 - Family members
 - Witnesses
 - Clean-up workers

- Have I sent supervisors to all the sites where the survivors are?

- Have I set-up and staffed a “safe room” where employees can support one another and receive the information they need?

- Is the “safe room” equipped with:
 - Tissue
 - Water
 - Writing Materials

- Have I acknowledged to employees the difficulty of the event?

- Have I obtained accurate information about the incident and presented it to all employees?

- Have I ensured that employees will be protected from the media throughout the aftermath?

- Have I distributed “How to Cope” resources to employees and given them resources for follow up care?

- Have I given employees information on how other survivors are coping, i.e., “The family has lots of support.”

- Have I given family members information about how employees care?

- Have I taken concrete steps if necessary to make employees feel safe? (Locks, lighting, etc.)



Trauma Intervention Programs of San Diego

- Have I given employees information about upcoming viewings and memorial services?
- Have I initiated a planning process for how employees will honor the victims?
- Have I gotten the company back to “normal.”
(Cleaned up, back to daily routines?)
- Have I followed up on an individual basis with those most affected?
(“How are you doing _____?” “It’s been _____ weeks since the tragedy. I know it was very difficult for you. Are you OK?”)