

## Crew Check-in Checklist

A crew led check-in is intended to be an informal “talk” about any unusual or emotionally significant incident. It is intended to be limited to the crew involved/single station involved. The process is facilitated by the station officer or their designate (person on the crew) and typically should last approximately 30 minutes.

The check-in process provides a format in which personnel may discuss their feelings and individual reactions to the incident, thus reducing stress which results from exposure to critical incidents. The following list contains some simple rules to be followed by all participants in order to maintain consistent facilitation.

### Rules:

1. All statements, facts, opinions and discussions that are expressed during the process shall be considered **confidential**.
2. Participation should be encouraged for all personnel directly exposed to the traumatic aspects of the incident. While attendance is encouraged, active participation in the process is not mandatory.
3. Each participant will be allowed to freely express his or herself, however **no criticism is permitted**.
4. The check-in will not be a forum for discussion of departmental policy, criticism of specific personnel or a critique of the operation.
5. There will be no formal recordings or written notes of the session.
6. No one should leave the check-in once it has started, except for personal needs.
7. Only department personnel who were involved in the incident may participate.

### Process:

1. Each crew member, in any order, should be asked to relay the facts they experienced at the incident. This should be limited to what they saw, what they heard and what they did.
2. In a second around the table, each participant should relay what was the worst part of the incident for them, if any, or if anything stands out about the incident.