**CISD Questionnaire for SEAP Coordinators**

Information to obtain from and share with local management

* 1. What happened? (description of incident)
	2. Where/when did it happen?
	3. If incident was employee death, ask the following:
		+ Employee name
		+ Employee length of service
		+ Employee age
		+ Was death expected or unexpected?
		+ What is the employee's family situation (married, children, children’s ages- living at home)?
		+ What was the employee's relationship with co-workers?
		+ What is the size of the affected work unit?
		+ Other pertinent information (relatives working in same location, unusual circumstances, background on workplace issues that might impact CISD, etc.)
		+ What are funeral arrangements? (CISD date/time should not conflict with services)
			- Are services private?
			- Is agency making provisions to allow staff attendance?
		+ Are employees aware of co-worker’s death? (If not, management must inform workplace, this is not the CISD clinician’s responsibility).
		+ Did the death occur on the job? If yes,
			- Did coworkers witness the death? Approximately how many?
			- Was CPR attempted? What are the names of the employees involved in attempted rescue?
		+ What action, if any, has management taken?
	4. If incident was non-fatal and concerns a current employee, is the employee aware that a CISD is being considered?
		+ CISD cannot discuss situation involving current employee without employee's approval.
		+ Tacit approval may already be known (generally for family death situations)
		+ Employee should be given opportunity to object (in which case CISD can’t be held)
		+ Do not approach current employee to discuss CISD prior to consultation with OA-SEAP.
		+ Usually a CISD will not be approved for a situation involving workplace violence when the perpetrator will be returning to the workplace following a period of absence/suspension.
	5. What reactions are employees having to the traumatic event?
	6. How many employees were affected? (affected area may include more than immediate work unit)
	7. Provide information to management about what a CISD is and isn't
	8. How many employees are interested in CISD? If information is not known, ask management to conduct a survey of interest.
		+ Don’t assume employees want or need CISD
		+ Interest doesn’t imply commitment
		+ Number interested needed to ensure adequate sessions are scheduled to accommodate no more than 20-25 in group
	9. What is the address/room where the CISD will be held?
		+ Must have conference room big enough to hold group
		+ Conference room must allow for privacy and no interruptions
	10. When would agency like CISD held?
		+ Optimum time is 48-72 hours after traumatic incident (or the employees’ knowledge of the event) but can still be effective up to 30 days after event
		+ CISD not appropriate in first 24 hours – individuals are still in shock and will not gain value from process
		+ What are date/time options?
		+ What are office start/stop times?
		+ Are there shifts/overlaps
		+ Is there a need for more than one session? (e.g., if all employees cannot be gathered at one time due to office/phone coverage issues)