



How to Debrief an Incident

Before a Debrief-

- 1) **WHO:** Everybody that had a meaningful role in how incident played out (probably 3-15 people)

Who needs to attend:

- 2) **WHAT:** 1.5 - 3 hour meeting
- 3) **WHEN:** 3-5 days after the incident
- 4) **WHERE:** Confidential space, sitting in a way to increase participation- need everyone as active participants. Not at the exact location of the incident.

Date/Time/Location:

- 5) **HOW:** Confidentially, with a facilitator. Mostly discussion based, but with a note-taker.

Facilitator:

Note-Taker:

- 6) **Set your Norms/Understandings:**
 - Right now, to the best of our knowledge, all staff and students are safe
 - It's important to think through previous scenarios so that we can identify areas to improve
 - It is okay to admit that you would now make a different decision or take a different step. Similarly, it is okay to determine that for someone else. However, respect yourself and others that the best decision was made at the time.
 - We have to be willing to trust and be vulnerable, because we are all figuring this out together

Edits to Norms/Understandings:

During a Debrief-

C.O.P.I.N.G Framework (modified from Crisis Prevention Institute Resources)-

1. Control - Physical/Emotional

- a) Are staff ready to discuss what happened?
- b) Has it been enough time to accurately reflect?

2. Orient - Orient yourself to the basic facts in a non-judgemental way while listening to all perspectives

- c) What happened?
- d) Who was involved?
- e) When did they get involved?
- f) What was each person's response during the situation?

3. Patterns

- a. What trends are there from different perspectives?
- b. Are there factors that seemed to cause the individual behaviors?

4. Investigate- what needs to change

- a. Brainstorm options of what might be done differently next time
- b. Are there ways to prevent the situation from reoccurring?
- c. How can we strengthen or improve individual and team responses?
- d. What resources do you have available?
- e. What skills can team members practice?

5. Negotiate

- a. Make a commitment to the changes
- b. Agree on how to respond in the future

6. Give

- a. Express trust, confidence, and respect for your colleagues
- b. Assign next steps
- c. Provide closure and summary in follow up communication

Sample Email Communication Templates:

Before a Debrief-

Assalaamu 'Alaykum,

Alhamdulillah, together we survived our recent crisis. While I know we're all still recovering from [the efforts you took during the crisis], we need to capture our primary lessons learned before too much time passes and we return to our day-to-day busy lives. Please join me on [date & time] for a high-level debrief session.

I am considering this investment in time a priority; it will save us time, stress, and energy in the future. We won't be judging right or wrong - we'll simply be capturing the facts of what we did and what we now know. Plus, while we could likely talk about this incident all day, we'll keep this debrief session focused and solutions oriented. Please arrive ready to share your perspective of the incident, and I look forward to seeing you there.

Jazakum Allahu Khairan

After a Debrief-

Assalaamu 'Alaykum,

Thank you for joining our debrief session! We were able to share our perspectives and capture our lessons learned. Because of your participation, we are now better prepared for the next crisis that arises.

Here is a summary of the incident:

- AA
- BB

Here are the patterns we identified:

- CC
- DD

Here is what we have committed to changing going forward:

- EE
- FF

Thank you again for your participation! If you have any questions, please let me know.

Jazakum Allahu Khairan