

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.)
 - 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?"*)