

Toolkit 2

Post intervention

Learning Unit 9

Peer support having a supportive context is crucial to enhance resilience

3 - Debriefing protocols and procedures after early psychological intervention

3. Do you meet your team in debriefing? No

If you answered “No”: please train your members to organise a debriefing meeting.

Activities 3



Note: critical incidents also require debriefing protocols and procedures in the follow up phase, verifying tasks, roles and goals and improving procedures for the following interventions.

Train your members to use a debriefing meeting after an intervention. It is a way to align them and to improve commitment and cooperation.

Activity 3:

Instruction: How do you run a debriefing meeting in an emergency?

Activity 3.1

Instruction

How to run a debriefing meeting in an emergency

Target: facilitator

- 1) Prepare yourself:
 - a. Verifying the reliability of the contents
 - b. Being clear
 - c. Being synthetic and focused
 - d. Knowing your members attitude and expectations in advance to be prepared

- 2) Define the setting:
 - a. Timing: duration of the meeting and time of the meeting
 - b. Size of the group: ideally 4-20 people
 - c. Venue: a suitable room/place without external interfering

- 3) Define the agenda:
 - a. Arguments have to be organised by priority
 - b. Respect a logical sequence
 - c. Respect the time
 - d. Communicate it in advance

- 4) Run the meeting:
 - a. Announce the beginning
 - b. Take note of any absentees
 - c. Go to the agenda point by point
 - d. Ask for questions and feedback
 - e. Be open to gather also negative emotions (e.g. fear and concern..)
 - f. Create a participative climate
 - g. Write down new points and suggestions
 - h. Write down any decisions taken

- 5) Close the meeting:
 - a. Ask for further feedback and questions
 - b. Remember you will all have a debriefing after the intervention





Activity 3.2

Check before running debriefing meetings in an emergency

Target: psychological rescuers

Before the debriefing:

- Do you know who will debrief you?
- Do you know when your team debriefing will be taking place?
- How long will the meeting take?
- Do you know where the team debriefing will take place?
- Are you expected to do any preparation/bring anything with you to the meeting?
- Look through the records of the last debrief you received – are there any items still outstanding?
- Are you having problems with the mechanics of the team debriefing which you would like to raise with your manager/colleagues?

At the briefing:

- Concentrate and listen so that you hear the debrief and the questions asked by other people
- Make concise notes
- Ask questions to clarify the information you have been given
- If you are expected to deliver a team debriefing to your own team make sure you understand which points are of particular relevance to your area of work.

Resource:

https://www.exeter.ac.uk/media/universityofexeter/communicationservices/internalcomms/UoE_Guidelines_for_Team_Brief_updated_September_2016.pdf

