

Dealing With Tragedy in the Workplace

A Supervisor's Checklist

1. Have I identified everyone affected by the event?
 - Co-workers
 - Family members
 - Witnesses
 - Clean-up workers

2. Have I sent supervisors to all the sites where the survivors are?

3. 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

4. Have I acknowledged to employees the difficulty of the event?

5. Have I obtained accurate information about the incident and presented it to all employees?

6. Have I ensured that employees will be protected from the media throughout the aftermath?

7. Have I distributed “*How to Cope*” resources to employees and given them resources for follow up care?

8. Have I given employees information on how other survivors are coping, i.e., “*The family has lots of support.*”

9. Have I given family members information about how employees care?

10. Have I taken concrete steps if necessary to make employees feel safe?
(Locks, lighting, etc.)

11. Have I given employees information about upcoming viewings and memorial service

12. Have I initiated a planning process for how employees will honor the victims?

13. Have I gotten the company back to “*normal.*”
(Cleaned up, back to daily routines?)

14. 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?*”)