
	Standard Operating Procedures	
	Subject: Critical Incident Stress Management Team	
	S.O.P. Number 04-03-03 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 2	Effective Date: 04/03/2000
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Section 1 Administration

1.1 Purpose: The purpose of this procedure is to provide interested members with information regarding the application process for; criteria for membership in; and responsibilities to the Division Critical Incident Stress Management Team.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 General

2.1 Applications will be accepted from all ranks and all Bureaus for membership to the CISM Team. Requests for application should be made to the members of the steering committee who will make the final, irrevocable decision. Division members applying for team membership will receive consideration for the following factors:

- 2.1.1** Time Service
- 2.1.2** Personal experience in previous Critical Incidents
- 2.1.3** Motivation to become a team member
- 2.1.4** Willingness to volunteer some time as a team member
- 2.1.5** Willingness to participate and attend required training, including continuing education meetings
- 2.1.6** Willingness and ability to listen without making judgments
- 2.1.7** A genuine interest in helping their fellow firefighters
- 2.1.8** The ability to maintain confidentiality

Section 3 Membership Requirements

3.1 At the discretion of the Team leadership, active membership may require completion of minimal training standards, including that of attending regular CISM meetings.

3.2 Yearly, current members will be evaluated by the CISM Team leadership and a determination will be made regarding the status of each team member. Members will be identified as being either "Active" or "Inactive."

3.3 Members wishing to resign from the Team must submit a letter of intention to the Team leadership.

Section 4 Revocation of Membership

4.1 Any membership is revocable at any time at the discretion of the team leadership. Revocation may occur for, but is not limited to, the following:

4.1.1 Any violation, or perceived violation, of confidentiality. A perceived violation can be considered to be as damaging to the effectiveness of the CISM Team as any true violation of confidentiality.

4.1.2 Organizing, or in any way attempting to organize, a formal debriefing without the team leadership's prior knowledge or approval.

4.1.3 Failure to be present at an assigned debriefing, formal or informal, when a member has made no commitment to do so.

4.1.4 Any misrepresentation of the CISM Team or its function.

4.1.5 Continued absenteeism at regular CISM Team meetings or training sessions.

4.1.6 Acting against the express direction of the CISM Team leadership.

Section 5 Membership Training

5.1 Members of the CISM Team will receive training in the appropriate areas commensurate with their responsibility, as follows:

5.1.1 All CISM members will receive training in accordance with International Critical Incident Stress Foundation (ICISF) standards.

5.1.2 All Division Command and Company Officers will receive training on how to recognize the symptoms of Critical Incident Stress, and the types of incidents that may need intervention.

5.1.3 Mental Health Professionals assigned to the CISM Team may ride CFD apparatus to become familiar with personnel and duties of ES personnel.