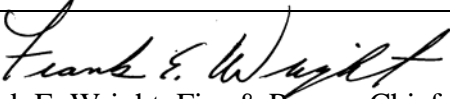
	Health & Safety	
	SUBJECT	Critical Incident Stress Management Debriefing Team Notification Process
	REFERENCE NUMBER	HS-06-03
	EFFECTIVE DATE	January 01, 2006
	Signature of Approval	 Frank E. Wright, Fire & Rescue Chief

**TO: All Fire and Rescue Operational Officers
Dail Ritenour, ECC Supervisor**

**FROM: Frank E. Wright
Deputy Chief**

If you receive a request for debriefing, please obtain the following information from the caller:

- Name
- Organization they are with
- Telephone number(s) to contact them
- Brief synopsis of the incident
- When they hope to have the debriefing

Upon obtaining the above information contact (in order as listed):

- 1) LFEMS Council Office (540) 665-0015 (Monday – Friday, 0800 – 1600)
- 2) Wanda Legge (304) 586-3795 Home Phone
(540) 303-3795 Cell Phone (available 7 days a week, all hours)
- 3) Helen Zearth (540) 665-4530 Office (Monday – Friday)
(540) 667-4177 Home (evening & weekend)
(540) 336-1939 Pager (available 7 days a week, all hours)

If there is no answer, move to the next number and continue to attempt to contact one of the listed individuals. If you get an answering machine, leave a message as to the nature of the call; be sure to continue to move down the list in an attempt to contact one of the individuals listed.

Thank you for your cooperation in this matter.