



2016 Southwest Area Critical Incident Stress Management Committee Charter



Mission

The mission of the National Critical Incident Stress Management (CISM) program is to provide leadership, education, training, consultation and support services in comprehensive crisis intervention for employees who are involved in first response activities and other program areas who have experienced a critical incident. Crisis intervention is an effort to mitigate their stress responses and facilitate recovery. A critical incident is not defined by the event itself but by the reaction that an organization, employee, or family has to the event.

Southwest Area Critical Incident Peer Support (CIPS) is comprised of wildland fire and aviation personnel, including militia, at all levels and are designed so that peers are able support other peers after a critical incident.

Functions

An effective CIPS Program is designed to educate personnel about the effects of stress, to support the physical and mental health of employees, to facilitate employees in selecting healthy life choices and options, and to assure that all employees are treated with dignity and respect during crisis situations.

Education

An aggressive CISM/CIPS orientation and information effort will be essential in order to successfully introduce and maintain program visibility within the interagency community. Information may be distributed throughout the participating agencies.

Core Elements of CISM Interventions

CISM interventions are multifaceted and can be applied to individual or groups. Interventions may include diffusing, formal debriefing, follow up services, individual consultations, and if necessary, referral to the Employee Assistance Program or other support programs or services.

Establishment and Authority

The Southwest Area Critical Incident Stress Management Committee (CISM) is established by the Southwest Area Coordinating Group. The Southwest Area Coordinating Group membership includes:

US Forest Service, Southwest Region (R3)
National Park Service (Intermountain Region)
Bureau of Indian Affairs (Western, Southwest, and Navajo Regions)
Fish and Wildlife Service (Region 2)
Bureau of Land Management (AZ and NM)
Arizona Division of Forestry
New Mexico Division of Forestry

Purpose and Responsibilities

The purpose of the Southwest Area CISM Committee is to provide a source(s) for CIPS resources for wildland fire and aviation personnel.

The Committee shall:

- Develop and maintain a pool of personnel trained to provide peer and group support for personnel who experience a critical incident and request assistance.
- Encourage and recruit personnel interested in becoming a Peer and Group Supporter.
- Educate agency employees and leadership of the program's intent, ability, and desired outcomes.
- Develop and maintain a pool of licensed Mental Health Care Clinicians who are experienced in the field of CISM and Trauma related support services.
- Coordinate CISM training such as International Critical Incident Stress Foundation (ICISF) courses, refresher courses, and other program approved CISM related training needs that have been identified.
- Maintain a web portal with CISM related information.
- Conduct After-Action Reviews/ Lessons Learned for requests for CIPS responses. These AARs are conducted annually and issues or recommended protocols will be considered for inclusion in the CISM training courses.
- Review Southwest Area CISM/CIPS operating guidelines and procedures annually.
- Coordinate with other Southwest Area Committees and other Geographic Area CISM Committees and Groups as needed.

Committee Composition and Governance

Due to the uniqueness and skill set (CISM training and CIPS experience) recommended for committee members, agency representation may vary and is voluntary.

- **Membership**
 - The Committee is composed of members who represent the agencies within the Southwest Area Coordinating Group.
 - No membership or committee leadership term has been established. Members rotate based on CISM program interest.
- **Leadership**
 - The Southwest Area CISM Committee will elect a Chair and a Vice-Chair.
 - The Committee Chair shall manage the Committee and its meetings.
 - The Vice-Chair shall perform the duties of the Chair in the Chair's absence or in the event of a vacancy in the office of Chair.
 - The Committee Chair will prepare minutes of committee meetings for the Committee's approval.
 - The Committee will identify and appoint trained and credentialed CISM Coordinators.
 - CIPS mobilizations will occur through an official request through the CISM Coordinator and SWCC.
- **Meetings**
 - The Committee Chair shall determine the time and place of meetings.
 - Meetings should occur in concurrence with AAR and as needed to finalize CISM/CIPS operating procedures and review nominations for Peer and Group Supporters and CIPS Group Leads.

- Meetings of the Committee may be in person or by conference call as determined by the Chair.
- The Committee will determine the procedures and establish a quorum proportionate to the average number of committee members.
- Action taken by Committee shall require a majority vote of those members present.
- The Chair (or their designee) will provide email notice of the time and place of all meetings of the Committee to each member of the Committee and the SWCG no later than two weeks prior to each meeting. A final agenda will be emailed to Committee members and the SWCG one week prior to the meeting. Any member of the SWCG may attend any meeting held in person or may join by conference call.

Reporting and Adoption of Policy

The Committee shall report to the SWCG at their bi-annual meetings on its activities and any recommendations. Final decisions will be made by the SWCG for interagency adoption and distribution.

Review and Changes to the Charter

The Southwest Area CISM Committee will review this charter on an annual basis and recommend any changes to the SWCG.



Loren DeRosear
Chair, Southwest Area Coordinating Group

April 21, 2016
Date