	Preparedness	Response	Recovery
Organization	 Conduct training on stress management practices and Psychological First Aid (PFA) Reduce or remove the stigmas associated with mental health within the service Annually evaluate organizational resources to assess capabilities. Identify areas promoting improvement to organizational response and whether additional support is available through new or existing resources. 	 Identify and support enough staff at all levels, including administration, supervision, and support Procure resources for team wellness (water, food, rehab units, etc.) Assure team access to resources 	 Promote individual and team care, including stress management education and training initiatives and provision of mental health services and resources. Conduct staff appreciation events. Encourage activities that are positive.
Supervisor	 Encourage attendance at training on stress management practices and Psychological First Aid (PFA) Encourage staff to share concerns, identify difficult experiences and strategize to solve problems Reduce or remove the stigmas associated with mental health within the service Evaluate/survey staff for changes to pre- and post- incident training and recovery tools 	 In long term incidents, rotate responders from the most highly exposed areas to assignments with lesser levels of exposure Ensure fitness for duty Encourage peer to peer consultation Encourage staff to share concerns, identify difficult experiences and strategize to solve problems Encourage responders to selfmonitor and pace their efforts Encourage work breaks Monitor all responders and especially those responders who are also survivors of disasters, those who have regular exposure to severely affected individuals or communities, those with pre-existing conditions and those with multiple stressors, including those who have responded to multiple significant incidents in a brief period Try and be flexible, patient, and tolerant. Accept that we cannot change everything. Perform regular check ins with colleagues, family, and friends 	 Encourage time off, if able, especially for those who have experienced personal trauma or loss. Attend staff appreciation events. Recognize both those who responded to the incident as well as those who took on additional workload so others could respond to the incident. Encourage staff to share concerns, identify difficult experiences and strategize to solve problems Expect a readjustment period upon completion of the incident.

	Preparedness	Response	Recovery
Individual	 Attend training on stress management practices and Psychological First Aid (PFA) Plan for family and home preparedness, including pets Share concerns, identify difficult experiences, and strategize to solve problems with coworkers and supervisors Use the buddy system to share upsetting emotional responses and ways to address these emotions Get adequate exercise, nutrition, and relaxation Practice brief relaxation techniques during the workday Assess what tools and techniques help you the most. Share information with supervisor. 	 Try and be flexible, patient, and tolerant. Accept that we cannot change everything Share concerns, identify difficult experiences, and strategize to solve problems with coworkers and supervisors Self-monitor and pace your efforts Stay aware of limitations and needs Take work breaks. Recognize when one is HALT (Hungry, Angry, Lonely, or Tired) and take self-care measures to address Avoid engaging in negative self-talk that reinforce feelings of inadequacy or incompetency Use the buddy system to share upsetting emotional responses and ways to address these emotions Perform regular check ins with colleagues, family, and friends 	 Anticipate that you will experience reoccurring thoughts and dreams, and that they will decrease over time Expect a readjustment period upon completion of the incident assignment. Avoid worrying about readjusting. Take time off Ask for help in parenting, if you feel irritable or are having difficulties Participate in staff appreciation events Get adequate exercise, nutrition, sleep, and relaxation Share concerns, identify difficult experiences and strategize to solve problems with coworkers and supervisors Avoid engaging in negative self-talk that reinforce feelings of inadequacy or incompetency Keep a journal to get worries off your mind Use the buddy system to share upsetting emotional responses and ways to address these emotions Limit caffeine, tobacco, and substance use. Make efforts to avoid excessive use of alcohol, illicit drugs, or excessive amounts of prescription drugs. Check in with other colleagues Seek out and give support Prepare for worldview changes that may not be mirrored by others in your life Make time for self-reflection Practice receiving from others Pay extra attention to rekindling close interpersonal relationships