

# Appendix B - Debriefing Questionnaire

## Section 1 – Crisis Overview

Crisis Type: \_\_\_\_\_

Crisis Level: \_\_\_\_\_

Brief description: \_\_\_\_\_

Date(s) occurred: \_\_\_\_\_

## Section 2 – Crisis Response Check-list

- Yes  No 1. Were the crisis type and level appropriately identified?
- Yes  No 2. Was the crisis level appropriately escalated/deescalated?
- Yes  No 3. Were the response protocols followed according to the crisis type/level?
- Yes  No 4. Were the notification protocols followed appropriately?
- Yes  No 5. Were the reporting requirements followed appropriately?
- Yes  No 6. If reporting required: Was a report submitted to RI within 72 hours?
- Yes  No 7. Was an insurance carrier notified?
- Yes  No 8. Was the crisis resolved appropriately?

If any answer is marked “No” describe below for all instances: Example: 1. At first, we thought the crisis was only a Level 1, but after reviewing it again we determined it was actually a Level 2.

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**Section 3 – Crisis Management Plan Updates and Emergency Training**

Yes  No 1. Does the Crisis Management Plan need to be updated?

If yes, describe what updates are required and include details in Section 3: Example: The crisis definitions for each type of crisis will be updated with more detail to make it easier to identify the type and level of each crisis.

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Yes  No 2. Is any emergency training required?

If yes, describe what updates are required and include details in Section 3: Example: The Core CMT will conduct a 30-minute virtual meeting with the entire Crisis Response Team after the crisis definitions and levels are updated to make sure everyone is updated.

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### Section 4 – Crisis Resolution Follow-up

Outline all follow-up steps required, the responsible person for each, and a timeline to complete the action steps:

Follow-up	Responsible Person	Timeline

### Section 5 – Acknowledgments

The underwritten acknowledge that they have participated in the crisis debriefing and agree to any follow-up actions described in Section 4.

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