

# Rotary



## Appendix C: Debriefing Questionnaire

### Section 1 – Crisis Overview

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

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

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

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

### Section 2 – Crisis Response Checklist

- Yes  No 1. Were the crisis type and level appropriately identified?
- Yes  No 2. Was the crisis level appropriately escalated/de-escalated?
- 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 was required:* Was a report submitted to RI within 72 hours?
- Yes  No 7. Was an insurance carrier notified (RI and family insurance)?
- Yes  No 8. Was the crisis resolved appropriately?

If any answer is marked “No” describe below for all instances: \_\_\_\_\_

### 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:

\_\_\_\_\_

- Yes  No 2. Is an emergency training required?

If yes, describe what updates are required and include details in Section 3:

\_\_\_\_\_

**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:

<b>Follow-up</b>	<b>Responsible Person</b>	<b>Timeline</b>
Update CMT	CMT members	One month from event

**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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