The Process of a Debriefing
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This Model Developed by the Community Crisis Response Team of Western Massachusetts

- **Phase 1 – Introduction and Groundrules**
  - Speak for self
  - Confidentiality
  - Listen
  - Pass rule
  - Share the airspace
  - Try and stay in room

- **Phase 2 – Factual Narrative**
  - Name and where were you when you realized what was happening?
  - Or where were you when you heard what was happening?

- **Phase 3 – Thought Narrative**
  - What was the first thought that entered your mind when you heard what was happening?

- **Phase 4 – Reaction Narrative**
  - If at the scene – what did you hear, see, smell, taste or touch?
  - How has this event affected you?
  - What kind of reactions have you noticed?
  - What has been the hardest part of all this?

- **Phase 5 - Mind/Body Narrative**
  - What physical reactions, responses and signals have you experienced?
  - Is there anything not going away?

- **Phase 6 – Normalization and Teaching**
  - Review what came up in Phase 5
  - Normalize – Normal reactions to abnormal events.
  - Discuss neuro-chemical reactions.

- **Phase 7 – Coping Strategies**
  - What have you found to be helpful?
  - What has helped you in the past?

- **Phase 8 – Resource Utilization and Self Care**
  - Now that we have talked about specific coping strategies, what specifically will you do?
  - Are there any actions that you would like to take as a community group in response to this event?

- **Phase 9 – Immediate Plans and Wrap-up**
  - **Assist** – Will you be able to accomplish safety and coping plans in next few days?
  - **Support** – Thank participants, remind about confidentiality, distribute handouts
  - **Lead** – Asks facilitators for last comments, thanks participants, lets people know facilitators will hang around.
Phase 10 – After the Debriefing

- Team debriefs each other
- With particularly stressful debriefings, may need outside debriefers for the Team

**Debriefing Facilitation**

- **Lead** – Conducts Session, Opens and Closes it.
- **Assist** – Normalization and teaching, coping, resource utilization and self-care
- **Support** – Available for individual crisis intervention and support, responsible for handouts


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