



## **DEALING WITH TRAGEDY IN THE WORKPLACE**

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### **A Supervisor's Checklist**

- Have I identified everyone affected by the event?
  - Co-workers
  - Family members
  - Witnesses
  - Clean-up workers
- Have I sent supervisors to all the sites where the survivors are?
- Have I set-up and staffed a “*safe room*” where employees can support one another and receive the information they need?

Is the “*safe room*” equipped with

- Tissue
  - Water
  - Writing Materials
- Have I acknowledged to employees the difficulty of the event?
  - Have I obtained accurate information about the incident and presented it to all employees?
  - Have I ensured that employees will be protected from the media throughout the aftermath?
  - Have I distributed “*How to Cope*” resources to employees and given them resources for follow up care?
  - Have I given employees information on how other survivors are coping, i.e., “*The family has lots of support.*”
  - Have I given family members information about how employees care?
  - Have I taken concrete steps if necessary to make employees feel safe?  
(Locks, lighting, etc.)
  - Have I given employees information about upcoming viewings and memorial services?
  - Have I initiated a planning process for how employees will honor the victims?



- Have I gotten the company back to “normal.”  
(Cleaned up, back to daily routines?)
  
- Have I followed up on an individual basis with those most affected?  
(“How are you doing \_\_\_\_\_?” “It’s been \_\_\_\_\_ weeks since the tragedy. I know it was very difficult for you. Are you OK?”)