



Critical Incident Response (CIR)

Our Critical Incident Response (CIR) solution offers dedicated onsite or virtual support to your organization, leaders and employees when a traumatic incident has negatively impacted the well-being of your workforce.

Objectives of a CIR include:

- A coordinated plan to provide empathy and support to employees in need.
- Education for employees and leadership around grief, trauma and resilience.
- Consultation with supervisors on how to lead through tragedy and trauma.
- Resources to help employees cope and recover.

To Request a Critical Incident Response:

1. Complete intake on the next page **in its entirety** and send to: ClinicalTeam@VITALWorkLife.com
2. Call 800.383.1908 to complete intake with a Clinical Team Member.

All fields below are *mandatory*, VITAL WorkLife cannot proceed with the request if any fields are left blank.

Date and time you completed this form:

Name of Person Requesting CIR:

Phone:

Email:

Are you an authorized decision maker, eg.budget, etc?

Organization Name and Address:

Incident Information:

Date and details of incident:

Approx. number of employees impacted/that could attend group or 1:1 sessions:

Desired response (e.g. group session, 1:1 support, etc.):

Requested date of response (please be exact):

Date:_____ Start time_____ to Finish time_____

Date:_____ Start time_____ to Finish time_____

(*2 hour minimum for CIR requests ;hours committed to will be billed in full):

If there is no consultant available at that time, provide alternate date(s) and time(s):

Date:_____ Start time_____ to Finish time_____

Date:_____ Start time_____ to Finish time_____

Will you pre-authorize additional time if a need is indicated? ☐YES ☐NO

Exact location of response (address, room number, etc.):

Other information about the location (contact for whom consultant should ask for upon arrival, dress code, parking, security, etc.):

Primary Point-of-Contact**Name:****Title:****Phone Number:****Email Address:****Secondary Point-of-Contact (if applicable)****Name:****Title:****Phone Number:****Email Address:****Terms:**

- Email or verbal authorization from a client decision maker will tender legal authorization for CIR services.
- Cancellation policy: No fee if written notification is provided at least 48 hours prior to the scheduled date of services. A cancellation fee of 50% will result if notification is received within 24 - 48 hours of scheduled date. Cancellation fee of 100% will be charged if notification is received less than 24 hours of the scheduled date.