



NESS GO KIT

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Zero Suicide Practice Institute

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What is the Go Kit?

“Grab and Go” format designed to help make “chain of command” decisions and access resources quickly in the event of a death/critical incident within NCSS programs, the agency, or the community.





The Go Kit provides any NCSS employee access to resources in the event of a crisis or critical incident.

Purpose of the Go Kit

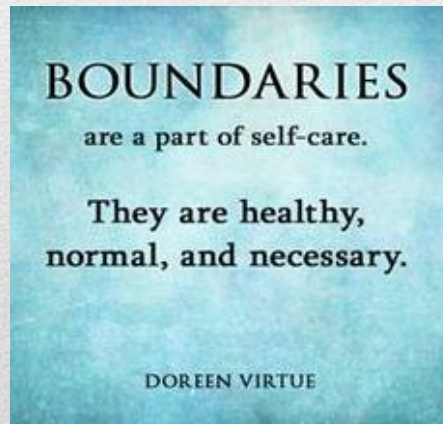
What is in the Go Kit?



- Chain of Command Information
 - Decision making guide for who to contact in the event of a crisis/ critical incident
 - Resources
 - Hand-outs for clients/ community members
 - Self Care information for staff/ clients/ community members
 - Information for how leadership can support staff
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Rules of the Go Kit

- #1- Please return the Go Kit to its assigned location when finished with it
- #2- Do not remove or add any materials from the Go Kit (it is Ok to make copies)
- #3 If you have information you would like to add contact Go Kit administrators
- #4 Remember to take care of yourself!!



The work that you are doing it not easy, be sure that you are taking care of yourself

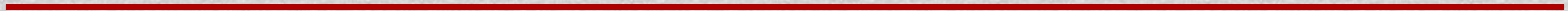
Remember that it is ok to ask for help and to tap out if you are feeling overwhelmed

Structure of the Go Kit

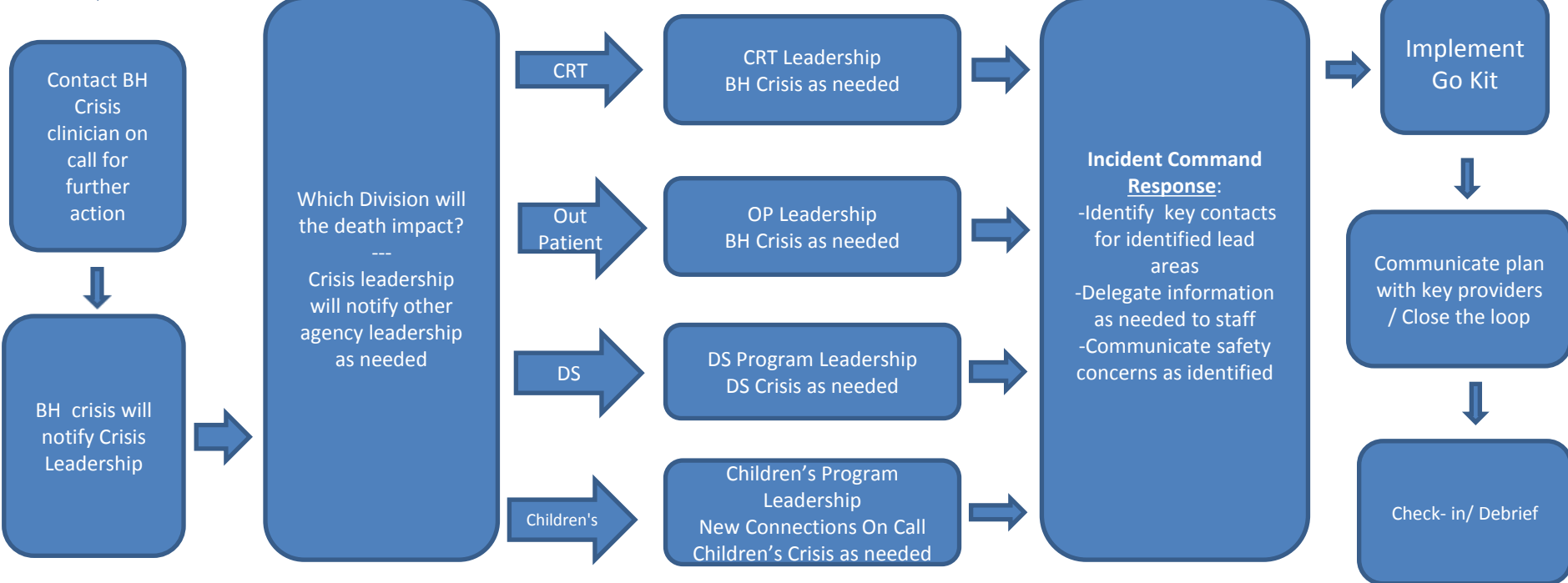
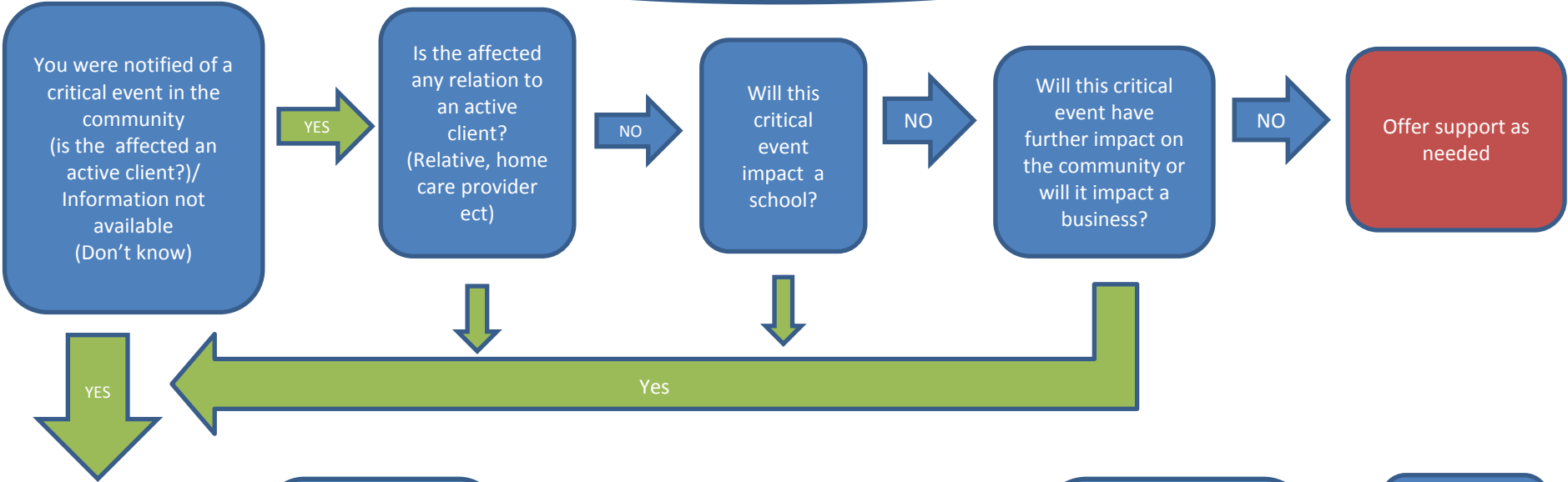


RESOURCES

- “Start Here”
 - Chain of Command- Flow Chart
 - Critical Incident Contact List
- Resource Library
 - Hard Copy- Core Binders
 - Program Subset Binders
 - Electronic Database



**Critical Event in the Community
Flow Chart**



Critical Event Contact Tree

Crisis
524-6554

BH Program Manager on Call
Julie Parker/ Tony Stevens

jparker@ncssinc.org astevens@ncssinc.org

DS Crisis Pager
#

Director of Administration
Kim McCellan

kim.mccellan@ncssinc.org

BH Program Director
Steve Broer

sbroer@ncssinc.org

CYF
Sam Thomas

stthomas@ncssinc.org

DS Program Director
Kathy Brown

Kathleen.brown@ncssinc.org

Executive Director

How the Go Kit can Help You

TABLE OF CONTENTS

GO KIT CRITICAL INCIDENT RESPONSE

START HERE:

- 1) Critical Event - FLOW CHART
- 2) Critical Event Contact Tree

Resource Contact List

RESOURCES:

Red: Behavioral Health

- Suicide
- Grief

Green: Children Youth and Family

- Grief
- Talking About Death
- School Support

Orange: Developmental Services

- Grief

Yellow: Administration

- Identifying Burnout
- Supporting Staff

Blue: Community Disasters

- The Go Kit has been designed to be a cross divisional tool
- Each NCSS Division is represented in the Go Kit:
 - Each division has a tab in the binder
 - Divisions are separated by color based on badge color
- Each division has an electronic folder in the cross divisional folder under “Go Kit”
- Information in all sections can be utilized by any employee that is supporting a person during a critical incident

Support Structure

1. Notification
 2. Forming a Response Team
 3. Establishing Support Center
 4. Determine if outreach is needed
 5. Additional support list
 6. Debriefing
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How to access the Go Kit

Core Copy Locations

- CRT
- Bay View
- HR Office
- St. Albans House
- ABA Team
- ER
- Crisis Suite
- Children's Suite
- Academy of Learning
- DS Service Coordinator Location

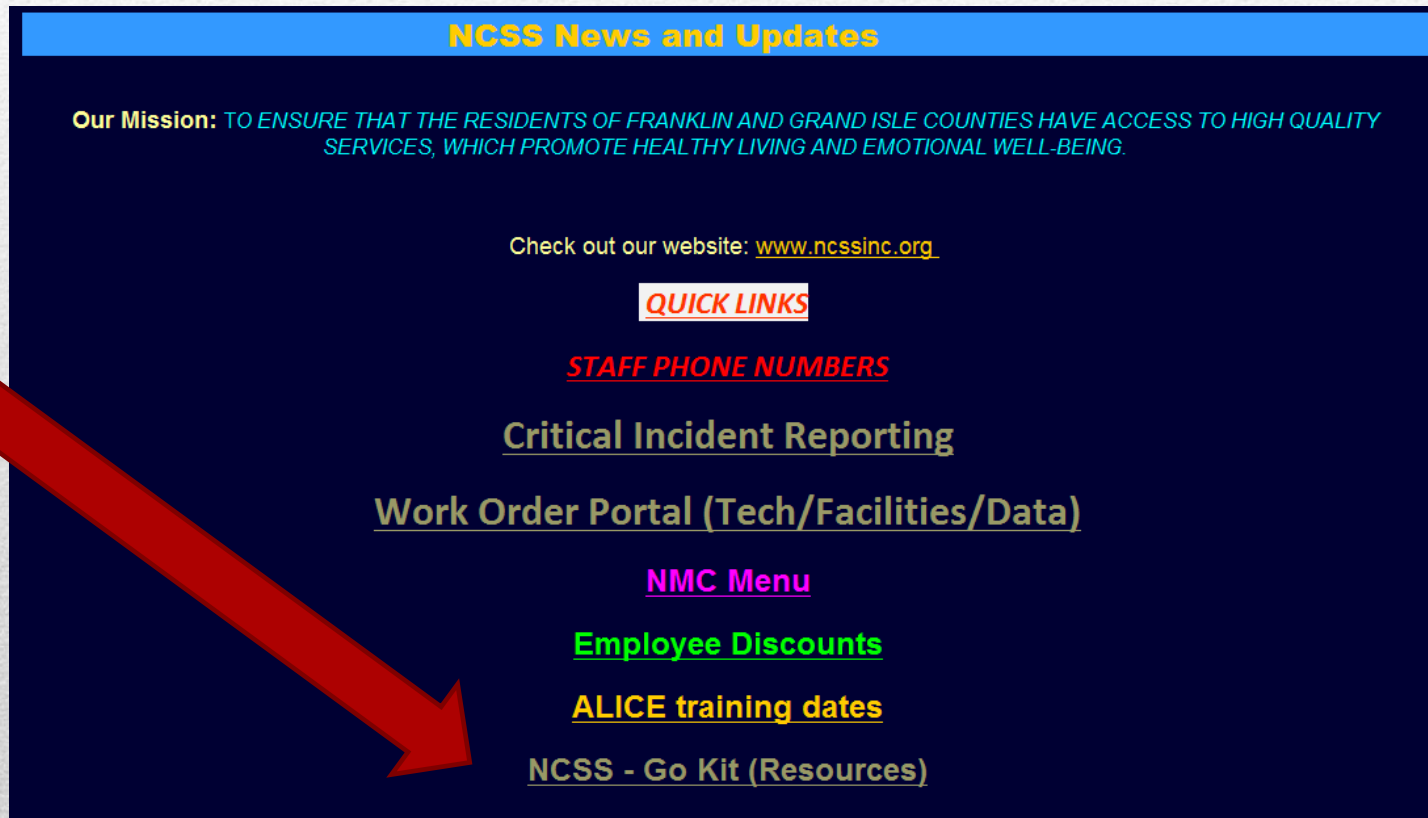
Electronic Location

- Quick Links
- Cross Divisional File
 - Go Kit
 - Each division has a folder

** subset binders**

Quick Links

- The electronic Go Kit is available to all employees on the intranet via “Quick Links”



NCSS News and Updates

Our Mission: *TO ENSURE THAT THE RESIDENTS OF FRANKLIN AND GRAND ISLE COUNTIES HAVE ACCESS TO HIGH QUALITY SERVICES, WHICH PROMOTE HEALTHY LIVING AND EMOTIONAL WELL-BEING.*

Check out our website: www.ncssinc.org

QUICK LINKS

STAFF PHONE NUMBERS

Critical Incident Reporting

Work Order Portal (Tech/Facilities/Data)

NMC Menu

Employee Discounts

ALICE training dates

NCSS - Go Kit (Resources)

A large red arrow points from the left side of the page towards the 'NCSS - Go Kit (Resources)' link.

A quick view of the electronic Go Kit

Computer > Cross Division Shares (\\ncss-fc) (Y:) > BH Go Kit

Edit View Tools Help

File > Burn New folder

Name	Date modified	Type	Size
A. GO KIT START HERE	6/7/2017 1:39 PM	File folder	
ADMIN	5/4/2017 11:27 PM	File folder	
BH	4/19/2017 10:39 AM	File folder	
Comm.Dis	3/16/2017 8:29 PM	File folder	
CYF	4/19/2017 10:37 AM	File folder	
Disater Reponse Plan	3/17/2017 8:25 AM	File folder	
DS	3/16/2017 8:56 PM	File folder	
Z. Go Kit monitors only	6/8/2017 1:28 PM	File folder	
coping-with-death-of-pet-brochure.pdf	4/19/2017 9:17 AM	Adobe Acrobat D...	530 KB
CopingWithLossFactSheet.pdf	4/19/2017 9:18 AM	Adobe Acrobat D...	148 KB
PawsInPassing2.pdf	4/19/2017 9:21 AM	Adobe Acrobat D...	589 KB
Quick Reference Child Sexual Abuse.docx	4/28/2017 1:39 PM	Microsoft Word D...	59 KB
School Response to Tragedy Fact Sheet.d...	4/28/2013 2:22 PM	Microsoft Word D...	20 KB

**NORTHWESTERN
COUNSELING
& SUPPORT SERVICES**

(802) 524-6554



Common Signs and Symptoms of Grief

Physical Symptoms of Grief:

- Feeling exhausted/ Weakness
- Muscle tightness
- Headaches
- Loss of appetite/ Overeating/ Nausea
- Physical symptoms of anxiety: Rapid heart rate/ shortness of breath / chest tightness

Emotional Symptoms of Grief:

- Crying and Sadness
- Feeling emotionally dysregulated—Feeling “out of my mind” or disconnected
- Confusion/ Disbelief
- Anger/ Frustration
- Feelings of guilt / Feeling like you are a burden on others
- Detachment/ Isolation from support system and normal activities
- Feeling hopeless or helpless

Common Coping Suggestions

Meet your basic needs (eat regularly, drink plenty of fluids, keep you active daily routine)

Feel free to openly express feelings – crying offers a release

Stay connected with your support system – It is ok to seek support

Honor your reactions – grief is a personal.. varied experience

Go Kit-QUICK CARDS



How will the Go Kit be implemented across NCSS?

Go Kit facilitators Bridget & Jessica will train each division as necessary, following this it will be a part of New Employee Orientation.

How to add resources to the Go Kit

If you have any resources you would like to add to the Go Kit please contact Bridget and Jessica to discuss adding them!

QUESTIONS/ FEEDBACK



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