

Data Collection Project Instruction Packet



The Colorado Crisis Support Network maintains a database of team activity information. The purpose of the database is to collect relevant information for the purpose of further study and grant requests and other funding. Information is provided to the International Critical Incident Stress Foundation upon request.

This packet includes the information requested by the Network. Data collection is maintained on a computer database using Access. The various data points have been established and are identified by a numerical indicator. Data points have been identified for the following:

- Agency classification
- Incident type
- Victim category

Description of the entry information required is detailed for the following types of interventions:

- Debriefing entry
- Defusing entry
- Education program entry
- Other entry (referrals, one-on-one interventions, crisis management briefing, other miscellaneous)

Sample entry fields are included for the four types of interventions listed.

Information should be submitted to the Network via hard copies of the entry field forms or online forms from the webpage.

For further clarification, please contact Patricia Tritt at (303) 788-6236.

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Agency Classification

		<u>Code #</u>
Law Enforcement	Police Department	11
	Sheriff Department	12
	State Patrol	13
	Park Service	14
	Other law enforcement (i.e., commercial industry)	15
Fire	Paid Fire Department	16
	Volunteer Fire Department	17
	Other fire (i.e., commercial industry)	18
EMS	Private Ambulance	19
	Volunteer Ambulance Service	20
	Third Service (county, city)	21
	Air Ambulance	22
	Other EMS	23
Dispatch	Law Enforcement Dispatch	24
	Paid Fire Dispatch	25
	Volunteer Fire Dispatch	26
	Paid EMS Dispatch	27
	Volunteer EMS Dispatch	28
	Paid Combined Dispatch	29
Rescue	Ski Patrol	30
	Search & Rescue	31
	Civil Air Patrol	32
	Other rescue	33
Hospitals	Emergency Department	34
	Critical Care Unit	35
	Psychiatric Unit	36
	Other	37
Other	Forest Service	38
	Victims Assistance Personnel	39
	Coroner	40
	Other paid organization	41
	Other volunteer organization	42
	Unknown	43

Incident Type

		100-Series Code #
Trauma	Avalanche	110
	Motor vehicle accident	111
	Airplane crash	112
	Domestic accident	113
	Domestic violence	114
	Homicide	115
	Suicide	116
	Other violence	117
	Line of duty injury	118
	Line of duty death	119
	Civilian injury from emergency operations	120
	Civilian death from emergency operations	121
	Medical	Cardiac arrest/death
Serious illness		123
Infectious disease exposure		124
SIDS		125
Fire Related	Fire incident, with victims	126
	Fire incident, prolonged	127
	Fire incident, intense exposure	128
	Fire incident, media exposure	129
	Other fire incident	130
Law Enforcement Related	Officer shot	131
	Civilian shot by officer	132
	Hostage situation with injuries	133
	Hostage situation without injuries	134
	Law enforcement chase with injuries	135
	Law enforcement chase without injuries	136
	Prolonged incident	137
	Intense exposure	138
	Other law enforcement incident	139
Hazardous Material	With victims	140
	Prolonged operation	141
	Intense exposure	142
	Other hazardous materials incident	143

Incident Type (Continued)

		100-Series Code #
Miscellaneous Incidents	Suicide of a co-worker	144
	Serious injury/illness/death of a co-worker	145
	Injury/death of a relative/acquaintance	146
	Excessive media attention	147
	Multiple call overload	148
	Cumulative multiple incidents	149
	Prolonged rescue	150
	Rescuer in jeopardy	151
	Multiple factors	152
	Non-incident job related stress	153
	Other personal stress	154
	Drowning	158
	Swiftwater Death	159
	Swiftwater Rescue	160
	Winter Recreation Death/Injury (e.g. skier/tree, snowmobile, ice climbing)	161
	Summer Recreation Death/Injury (e.g. rock climbing/fall, mountain climbing/fall)	162
	Hospitals	Suicide of a patient
Hostage situation		156
Violence or threat to staff		157

(Refer to other category types as appropriate)

Victim Category

200-Series Code

No victim		211
1 victim	adult	212
2-4 victims	adult	213
5 + victims	adult	214
> 10 victims	adult	215
1 victim	infant/child	216
2-4 victims	infant/child	217
5 + victims	infant/child	218
> 10 victims	infant/child	219
2-3 victims	mixed	220
4 + victims	mixed	221
> 10 victims	mixed	222

Debriefing Entry Field

Date of Incident standard date entry (MMDDYY)_____

Team Name name of team _____

Hours Incident-CISM elapsed time from incident to session; rounded to nearest full hour _____

Session Length - Hours length of session; rounded to nearest quarter hour _____

Approx. Travel Time average travel time for one team member; rounded to the nearest quarter hour _____

Number of Team Members number of this team's members acting as debriefers at this session _____

Agency Debriefed name of requesting agency or main agency being debriefed – not code # _____

Agency Type two-digit code from "Agency List" relating to type of agency being debriefed _____

Other Agencies two-digit code from "Agency List" relating to type of agency being debriefed; list all that apply _____

Number Debriefed number of persons from all agencies debriefed at this session _____

Nature of Incident brief description of incident; not a code _____

Incident Type 100 code from "Incident List" relating to type of incident _____

Victim Category 200 code from "Victim Category" describing the number and age group of victims of the incident _____

Comments

Defusing Entry Field

Date of Incident standard date of entry (MMDDYY)_____

Team Name name of team_____

Hours-Incident to Defusing elapsed time from incident to session; rounded to the nearest full hour_____

Session Length - Hours length of session; rounded to nearest quarter hour_____

Approx. Travel Time agency travel time for one team member; rounded to the TIME nearest quarter hour_____

Number of Members number of this team's members acting as defusers at this session_____

Agency Defused name of requesting agency or main agency being defused - not code #_____

Agency Type two digit code from "Agency List" relating to type of agency being defused_____

Other Agencies two-digit code from "Agency List" relating to type of agency being defused; list all that apply_____

Number Defused number of persons from all agencies defused at this session

Nature of Incident brief description of incident; not a code

Incident Type 100 code from "Incident List" relating to type of incident_____

Victim Category 200 code from "Victim Category" describing the number and age group of victims of the incident_____

Comments:
