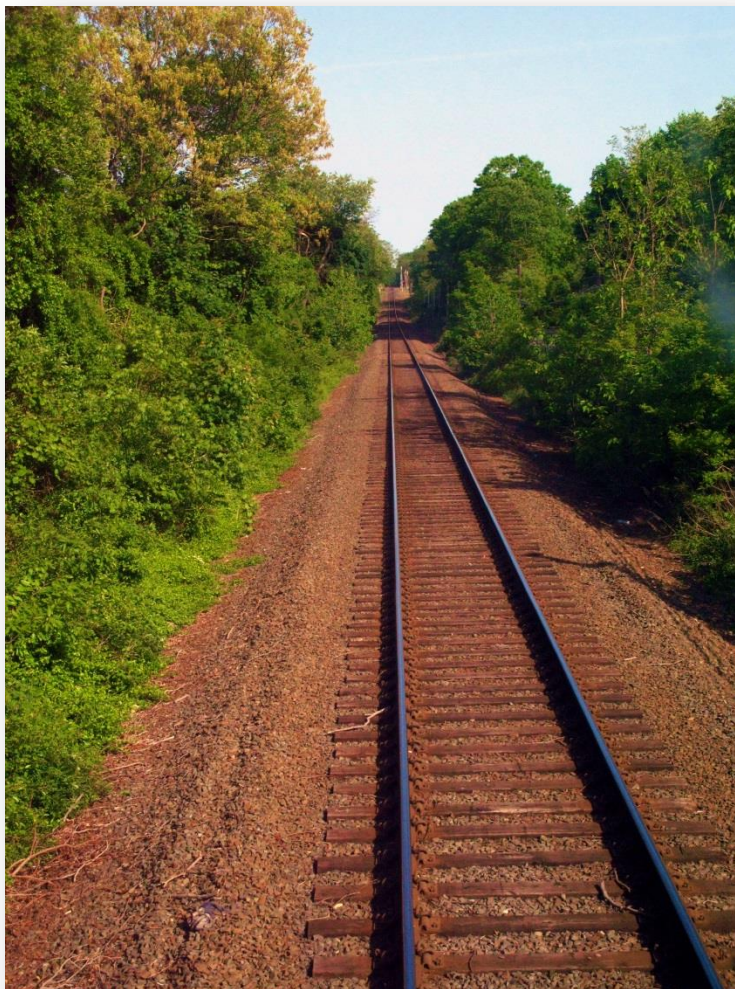




CRITICAL INCIDENT STRESS PLAN

**Code of Federal Regulations
Title 49 Subtitle B Chapter II Part 272**



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Critical Incident Stress Plan

A. PURPOSE

The Long Island Rail Road (LIRR) provides quality crisis support, leave time and other services to promote the mental health, safety and well-being of employees, especially those who are directly-involved in a critical incident. The purpose of this Policy is to ensure that appropriate support services, including evaluation and treatment, are provided to these employees who are directly-involved in a critical incident, in accordance with 49 CFR §272.

B. SCOPE

This Policy applies to the following Long Island Rail Road (LIRR) employees, if by working they are a Directly Involved Employee involved in a Critical Incident:

- Train Crew employees that are engaged in or connected with the movement of a train.
- Signal employees that are engaged in installing, repairing, or maintaining a signal system.
- Maintenance of Way employees that are engaged in inspecting, installing, repairing, or maintaining railroad right-of-way or structures.
- Maintenance of Equipment employees that are engaged in inspecting, repairing, or maintaining locomotives, or passenger/freight cars.

C. DEFINITIONS

Accident/Incident - Per 49 Code of Federal Regulations (CFR) Part 225:

- Any impact between railroad on-track equipment and a highway user at a highway-rail grade crossing;
- Any collision, derailment, fire, explosion, act of God, or other event involving operation of railroad on-track equipment (standing or moving) that results in reportable damages greater than the current reporting threshold to railroad on-track equipment, signals, track, track structures, and roadbed; and/or
- Each death, injury, or occupational illness that is a new case and meets the general reporting criteria listed in 49 CFR §225.19(d) (1) through (d) (6).

Highway User - Automobiles, buses, trucks, motorcycles, bicycles, farm vehicles, pedestrians, and all other modes of surface transportation motorized and un-motorized.

Critical Incident –

- An accident/incident reportable to the Federal Railroad Administration (FRA) under 49 CFR Part 225 that results in a fatality, loss of limb, or a similarly serious bodily injury; or
- A catastrophic accident/incident reportable to the Federal Railroad Administration under 49 CFR Part 225 that could be reasonably expected to impair a Directly Involved Employee's ability to perform his or her job duties safely.

Directly Involved Employee - A LIRR employee covered under the scope of this Policy and identified by a manager as someone who (se):

- Actions are closely connected to the Critical Incident;



- Witnesses the Critical Incident in person as it occurs;
- Witnesses the immediate effects of the Critical Incident in person or;
- Directly intervenes in, or responds to the Critical Incident.

Home Terminal – An employee’s reporting point at the beginning of their tour of duty.

D. POLICY

Each directly-involved employee is entitled to the following after a critical incident:

- Relief from the balance of the duty tour for each directly-involved employee, after the employee has performed any actions necessary for the safety of persons and contemporaneous documentation of the incident if such relief is requested by the employee;
- Timely transportation for each directly-involved employee to the employee’s home terminal, after the employee has performed any actions necessary for the safety of persons and contemporaneous documentation of the incident if such relief is requested by the employee;
- Counseling, guidance, EAP or other appropriate support services;
- Relief from duty after the critical incident, for up to three (3) paid days after the critical incident, if the directly-involved employee requests such relief time in accordance with the policy;
- Additional leave from normal duty beyond the three (3) days as may be necessary and reasonable to receive preventive service or treatment related to the reactions to the critical incident or both, provided the employee’s clinical diagnosis supports the need for additional time off or the employee is in consultation with a health care professional related to the incident and such health care professional supports the need for additional time off in order for the employee to receive preventive services or treatment related to the incident or both. Any additional leave beyond the three (3) days will be handled in accordance with existing policies and procedures.

E. STEPS

Managers and supervisors responding to an accident/incident:

- Must determine whether or not the accident/incident meets the definition of a critical incident;
- Must identify directly-involved employees as soon as possible;
- Must offer each directly-involved employee relief from the balance of the duty tour, after the employee has performed any actions necessary for the safety of persons and contemporaneous documentation of the incident if such relief is requested by the employee;
- Must offer each directly-involved employee timely transportation to the employee’s home terminal, after the employee has performed any actions necessary for the safety of persons and contemporaneous documentation of the incident if such relief is requested by the employee;
- Must advise each directly-involved employee that EAP can either refer, provide counseling, guidance or support services;
- Must complete the Critical Incident Form (SAFE 020 - Appendix A) containing the information of the directly-involved employees and promptly fax the completed form to EAP’s secure fax line at (516)248-3437.

Directly-involved employees:

- Must perform any actions necessary for the safety of persons and complete contemporaneous and necessary documentation of the critical incident immediately after such incident, before being relieved from the balance of their tour of duty;
- Must notify their supervisor if they require up to three (3) days off from duty after the critical incident without necessitation of a diagnosis and must meet the criteria of a Directly-involved employee;
- If an employee requires additional leave beyond the three (3) days to receive preventive services or treatment related to the critical incident, provided the employee's clinical diagnosis supports the need for additional time off or the employee is in consultation with a healthcare professional related to the critical incident and such healthcare professional supports the need for additional time off in order for the employee to receive preventive services or treatment related to the incident.

Employee Assistance Program (EAP):

- Once EAP receives the notification from the supervisor at the scene of the critical incident of the names and contact information of directly-involved employees, EAP will contact each directly-involved employee as soon as practicable to assess the immediate needs of the employee. EAP will offer each Directly-involved employee counseling, guidance and other support services by EAP at any time after a critical incident and if requested by the employee following the incident EAP will also provide such services or referral for such services;
- EAP, if requested, will provide each directly-involved employee with short-term counseling or referral services with regard to their involvement in the critical incident;
- EAP will maintain contact with the directly-involved employees, if requested by such employees, during their time out of service and will coordinate any additional care or, if necessary, additional leave.

Employee Assistance Program (EAP) /LIRR Medical Department

EAP will maintain contact with the affected employee during their time away from their regular duty tour and coordinate any additional care or if necessary additional leave. EAP will maintain contact with the Long Island Rail Road's Medical Department to apprise them of their evaluation. Long Island Rail Road may require an employee to submit a certificate from a health care professional supporting they are in consultation with a health care professional for their leave beyond the initial three (3) days.

F. ADMINISTRATION

Michael Rowan, Director - Regulatory Compliance, will be responsible to ensure Managers and Supervisors remind all Directly-involved employees involved in a Critical Incident of the provisions available under this policy for compliance. Incumbent managers and supervisors have been made aware through corporate policy, staff meeting presentations and individual discussion. New managers are trained by formal classroom training. All front-line employees receive formal classroom training.

Appendix A: Critical Incident Form