

Post-Incident Debrief

Close the Loop. Clear Your Mind.

When to use this: Use this immediately after a crisis or at the very end of a high-intensity workday. It moves the weight from your nervous system onto the page.

Phase 1: The Facts (Moving from Emotion to Logic)

- **What actually happened?** (Summarize the objective facts in 2–3 sentences).
- **The "One-Breath" Check:** Am I reacting to what is happening *right now*, or am I "bracing" because of a similar crisis from my past?
- **The Ownership Filter:** Is this mine to **Solve**, mine to **Support**, or mine to **Witness**?

Phase 2: The Tactical Win (Recording Stability)

- **What went right?** (List 2 things you did well—e.g., "I stayed calm," "I followed the reporting protocol").
- **Current Status:** Is the immediate danger over? Is everyone safe for the moment?
- **The "Win" Reminder:** Even in a mess, what is one part of this that I handled with professional steady-handedness?

Phase 3: The Physical Reset (For the Drive Home)

If your heart is still racing or your mind is looping, try one of these tactical resets before you walk through your front door:

- **The Brain Dump:** If there is a "nagging" worry, write it down here. Put it in the "Mental Vault" until tomorrow morning.
- **The 2-Minute Buffer:** Sit in your car for two minutes of silence. Visualize yourself leaving the "Director" at the curb so you can be the "Human" at home.
- **Temperature Shock (once you are home):** Splash ice-cold water on your face for 30 seconds. It force-shifts your nervous system out of "Fight or Flight."

Phase 4: The Strategic Closure (For Ongoing Marathons)

If the incident is serious (licensing, legal, or HR) and may take days or weeks to resolve, use this to power down for the night:

- **The "Today" Audit:** Have I done everything that *can* be done before tomorrow morning?
- **The Open-Loop List:** Write down the **first three things** you need to do when you walk in tomorrow. (This gives your brain permission to stop "rehearsing" them all night).
- **The Permission Statement:** *"This situation is not over, but I have done all I can do today. I am choosing to rest so I can lead with a clear head tomorrow."*
- **The Recovery Truth:** My center needs my **judgment** tomorrow, not my **exhaustion** tonight.

Note: This debrief is for you. File it in your home. Down the road, you can refer to the debriefs and see how much you have overcome.