



Help in a Crisis

Quick Tips for On-site EAP Support

- **Make an announcement** that group/individual crisis support sessions will be held. (Your EAP+Work/Life service can provide a letter for staff).
- **Post or email** the announcement regarding on-site services with dates, times and locations for the support groups.
- **Encourage** attendance, but don't require it.
- **Ask individuals** to let supervisors know if they plan to attend so that coverage can be arranged, if possible.
- **Secure a private meeting room** for the affected employees to talk to the crisis professional, if available.
- **Provide chairs** and arrange them in a circle.
- **Offer coffee**, juice, fruit or other snacks, if possible.
- **Allow 1 – 1½ hours** for the crisis support group.
- **Publicly post resource information** so that all who choose not to attend the group can seek out information on their own.

Remember... In a crisis, EAP+Work/Life support is available 24/7.

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