

## **Information for Individuals scheduled for a Critical Incident Debriefing**

- You must appear when you are scheduled. Please call if you are going to be late (201-337-4996). Failure to appear on time may disqualify you.
- Unless you are instructed otherwise, testing begins at 10:30 A.M.
- Be prepared to be at our office between 2 to 4 hours.
- You will be asked to complete a short battery of psychological tests, and then you will meet with one of the psychologists for an in-depth interview.
- If you need reading glasses, please bring them with you.
- Food is not allowed in the testing room. If you would like to take a break and get something to eat, please let a staff member know.
- Unless accompanied for official reasons, do not bring anyone with you who does not have an appointment with our office.
- Parking is between spots 35-43 or 61-68. If these spots are full, please call 201-337-4996 and ask a staff member where to park.
- If you have a cold or the flu, please reschedule your appointment with your department.
- **CELL PHONES / ELECTRONIC DEVICES** are strictly prohibited. Please store them in your vehicle or check them in with a staff member.
- **ABSOLUTELY NO WEAPONS ARE ALLOWED ON THE PREMISES!**
- **SNOW POLICY**: In the event of inclement weather, please call (201) 848-7669. IFP will be closed if the Oakland, NJ High School (Indian Hills) is closed.