



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT DISASTER/EMERGENCY RESPONSE PROGRAM	POLICY NO. 1300.01	EFFECTIVE DATE 05/15/2005	PAGE 1 of 2
APPROVED BY:  Director	SUPERSEDES 101.1 05/15/2005	ORIGINAL ISSUE DATE 06/22/1988	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy and guidelines to ensure the performance of appropriate duties by Department of Mental Health (DMH) personnel prior to, during, and after a disaster/emergency.

POLICY

- 2.1 DMH shall maintain a Department Emergency Plan (DEP) that details the procedures, authority, responsibility, training, and response activities for assuring the Department's proper action following a disaster/emergency.
- 2.2 The DEP shall be Department-wide in scope and shall be reviewed at least annually to assure accuracy.
- 2.3 Each Deputy Director or other manager of a facility, division, or unit shall be responsible for familiarization with the DEP.
- 2.4 The Plan will be implemented when so ordered through Countywide response channels or when ordered by the Director of Mental Health or his/her designee.
- 2.5 In accordance with the Chief Administrative Officer's (CAO) direction, and under the direction and authority of the Director of Mental Health, the Emergency Outreach Bureau (EOB) Deputy Director shall be responsible for the development of the DEP and for the coordination and integration of the DMH DEP with other agencies and departments.
- 2.6 In the event of a disaster/emergency, the employee reporting order, as well as the usual lines of authority, will continue whenever and wherever practical. Under the direction and authority of the Director of Mental Health, DMH Executive Staff may authorize the implementation of disaster operational reporting procedures at any time in response to a disaster/emergency.



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- 2.7 Under the direction and authority of the Director of Mental Health, the EOB Deputy Director shall be responsible for coordination with and communication between DMH management and the County Emergency Operations Center (CEOC) or Operational Area Command Center.
- 2.8 Under the direction and authority of the Director of Mental Health, the EOB Deputy Director shall be responsible for the direction, management, and planning of all clinical services that are mobilized in response to a disaster/emergency.
- 2.9 Under the direction and authority of the Director of Mental Health, the Chief Deputy Director, the Administrative Deputy, and the Deputy Director(s) of the impacted disaster area(s) shall be responsible for the direction, management, and planning for all transportation, evacuation, and similar activities called for in the DEP and/or ordered mobilized.
- 2.10 Each Deputy Director, or other manager of a facility, division, or unit shall be responsible for the preparation and maintenance of, and employee familiarization with, the Building Emergency Plan (BEP) and Management Emergency Plan for the units he/she manages. These plans shall comply with the overall CAO and DMH DEP principles and guidelines. The BEPs and Management Emergency Plans shall become an integral part of the DMH DEP providing instructions for all DMH employees regarding what specific actions are to be taken in the event of a disaster/emergency.

REVIEW DATE

This policy shall be reviewed annually