



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT PERSONNEL POLICIES IN THE EVENT OF A DISASTER REQUIRING ACTION UNDER THE DMH DISASTER REPOSE PLAN	POLICY NO. 610.01	EFFECTIVE DATE 10/01/1989	PAGE 1 of 1
APPROVED BY: Original signed by: ROBERTO QUIROZ <p style="text-align: right;">Director</p>	SUPERSEDES 610.1 10/01/1989	ORIGINAL ISSUE DATE 10/17/1983	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To outline Department of Mental Health (DMH) personnel policies and procedures for disaster response to ensure that responsible agencies perform necessary duties prior to, during, and after a disaster.

POLICY

- 2.1 When a disaster threatens or occurs, all public employees become disaster services workers. The Department’s Personnel Bureau, under the direction of the Assistant Director of Administration, will establish and promulgate clear and specific personnel procedures to be included in the Department’s Disaster Response Plan. These procedures will ensure that personnel are properly compensated and covered against personal liability while they respond to any disaster situation requiring activation of Department or County disaster plans. A review and update of the procedures will be conducted annually by the Personnel Bureau, under the direction of the Assistant Director of Administration.
- 2.2 All facilities and Bureaus are expected to review the disaster response personnel procedures with employees annually in conjunction with the Disaster Response Plan review.

AUTHORITY

Government Code, Title I, Division 4, Chapter 8, Sections 3100 and 3101
 Los Angeles County Emergency Ordinance #10493