

OPERATING PROCEDURE

CUMBERLAND COUNTY MENTAL HEALTH CENTER		Section No. 7 Page 1 of 2
Subject: Disaster Plan Effective Date: March 14, 2003 Responsible Official: Managed Care Director		Supersedes: Section 7 Dated: May 8, 1997
Implements Area Board Policy #: 7 Dated: May 7, 1997	Approved: _____ Hank Debnam, Area Director	

1. The Area Director will appoint a Disaster Response Team which will meet at least quarterly for planning and readiness assessment. At a minimum, the team will consist of a Disaster Coordinator, a psychiatrist, a registered nurse, a social worker, and a psychologist. The psychiatrist will serve as Medical Coordinator. The Disaster Coordinator will designate a team member as the Assistant Disaster Coordinator. The team will function in accordance with the Cumberland County Emergency Operation Plan.
2. The designated Incident Commander at a disaster site will, as appropriate, alert the Area Director, or his designee, and indicate that the Disaster Response Team should be activated. The Area Director, or the designee, will activate the Disaster Response Team through the Disaster Coordinator.
3. The Disaster Coordinator is responsible for the development of procedures which provide for team training and activation. Procedures will include the maintenance of an activation list. This list contains direct services staff as primary responders for most events but includes a list of all staff, their availability, and skills to provide a sufficient manpower base should the disaster/event be of large enough scale. Staff from the activation list will be contacted by the Disaster Coordinator or Assistant Disaster Coordinator, through their chain of command or directly as appropriate, and will be instructed to immediately proceed to the disaster site to assess the emotional status of victims, families, and emergency personnel. Crisis intervention and supportive counseling will be provided with other members of the Disaster Response Team being called to the site as needed.
4. When shelters are opened within the County due to a natural disaster, bio-terrorism event, or other large scale emergency, the Mental Health Center will provide coverage if requested by the County Emergency Management Coordinator or the Red Cross. All currently identified shelter sites have a minimum of two (2) staff per shift already identified for coverage. Alternative coverage is also pre-arranged for each shelter should the identified staff be unable to respond. All staff reporting to shelters are given cell phones and other necessary items needed to interact with persons in the shelter, as well as instructions on what personal comfort items they may need.
5. The team will establish and maintain a crisis telephone line if necessary. During events requiring the staffing of shelters, Mental Health staff will be provided two (2) telephone lines dedicated for mental health questions/emergencies in the County Command Center.
6. Following the disaster, the team will provide follow-up services for those in need. In addition, an assessment will be done of the community to identify the occurrence or the risk of occurrence of stress-related problems which negatively impact on daily functioning. Specific consultation and education sessions will be presented to individuals and groups in order to prevent the occurrence of these delayed stress-related problems.

7. The Disaster Coordinator, Assistant Disaster Coordinator, or designee, will participate in community disaster debriefings. The Disaster Response Team will also conduct its own debriefing following each actual or mock disaster in which it participates.

