

GREATER COLUMBIA BEHAVIORAL HEALTH

Policies and Procedures

Category: Quality Management
Approved On: 11/7/05
Approved By: The Board of Directors
Revised: 00/00/00
Effective Date: 15 days from approval/ last revision date

No.: QM506.00

Title: Preparedness and Responding to Disasters

I. Scope:

This policy applies to GCBH and its Member Governments/Provider Agencies.

II. Purpose:

- A. To ensure that GCBH will participate in all disaster preparedness activities and respond to emergency/disaster events (such as a natural disaster; act of terrorism; environmental hazard).
- B. To ensure the community disaster relief systems have access to mental health services.

III. Process/Procedures:

- A. The RSN must participate in all disaster preparedness activities and respond to emergency/disaster events (e.g., natural disasters, acts of terrorism) when requested by MHD. To accomplish this:
 - 1. GCBH will attend MHD-sponsored training regarding the role of the public mental health system in disaster preparedness and response.
 - 2. GCBH will participate in local emergency/disaster planning activities when county Emergency Operation Centers and local public health jurisdictions request collaboration.
 - 3. GCBH will either directly or through its Provider Agencies provide disaster outreach, as defined herein and as required in the State

Policy Title: Preparedness and Responding to Disasters
No.: QM506.00

Funded Contract, for the RSN's service area in the event of a disaster/emergency.

4. GCBH will either directly or through its Provider Agencies conduct post-disaster outreach to determine the need for disaster related crisis counseling and assess the availability of local resources in meeting those needs.
 5. GCBH will provide the name and contact information to MHD for person(s) coordinating the RSN disaster/emergency preparedness and response upon request.
 6. GCBH will provide information and preliminary disaster response plans to MHD within 7 days following a disaster/emergency or upon request.
 7. GCBH and identified Provider Agencies will partner in disaster preparedness and response activities with MHD and other DSHS entities, the State Emergency Management Division, FEMA, the American Red Cross and other volunteer organizations. This must include:
 - a. Participation when requested in local and regional disaster planning and preparedness activities.
 - b. Coordination of disaster outreach activities following an event.
- B. GCBH will assure that its participation in Disaster relief activities will be in keeping with all applicable State and Federal regulations regarding consumer privacy and confidentiality.
- a. GCBH staff will be provided periodic updates on these guidelines as part of their Disaster Preparedness training activities.
- C. GCBH will maintain a mechanism for the assessment of its disaster readiness and/or response to an actual disaster. This assessment may include participation in a community's disaster drill (with subsequent reviews by the drill's coordinator); obtaining (through the QRT) community feedback regarding participation in planning activities; and obtaining feedback after either GCBH or its Provider Agency responds to an actual event.

IV. Expected Outcome (s):

- A. Consistent availability of GCBH involvement in disaster preparedness and response.

- B. Establishment of disaster response either directly by GCBH staff or through GCBH provider staff.
- C. Participation in Disaster relief will be performed in keeping with all applicable state and federal guidelines regarding consumer confidentiality.

V. Scheduled Review of this Policy:

The review of the GCBH policies and procedures manual is on a two year cycle. The GCBH policy review and revision approval process is a three month process. This policy is scheduled to be reviewed every second year:

- A. by GCBH staff by February of odd years,
- B. by the Regional Advisory Board (RAB) by March of odd years,
- C. by the GCBH Board of Directors by April of odd years, and
- D. outside of the schedule if required.