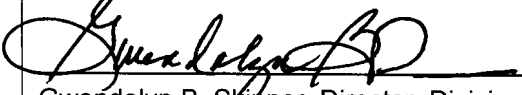


Georgia Department of Human Resources Division of Mental Health, Developmental Disabilities & Addictive Diseases	DHR Online Directive Information System (ODIS) Directive # 6001-401 <i>Replaces DMHDDAD Policy #11.400</i> Page 1 of 4
ODIS Policy: Maintenance of Safety for Division of MHDDAD Consumers and Staff Subject: EMERGENCY PREPAREDNESS AND DISASTER RESPONSE - BASIC REQUIREMENTS FOR DMHDDAD HOSPITALS AND COMMUNITY PROVIDERS	
Applicability: <ul style="list-style-type: none"> • State Hospitals • Community Providers 	Original Policy Date: January 16, 1994 Last Revision: July 20, 2001 Effective Date: July 1, 2008
References: Official Code of Georgia Annotated Chapter 37-1-20; Rules of Georgia Department of Human Resources Public Health Chapter 290-5-45 Disaster Preparedness Plans, Georgia Emergency Operations Plan, Emergency Support Function 8, Section III.D Crisis Counseling, The Joint Commission	Approved:  Gwendolyn B. Skinner, Director, Division of MHDDAD
Attachments: Attachment A - Georgia Mental Health Disaster Response Crisis Counseling Program Grant Funding Opportunities (Sample)	6/2/09 Date Signed

EMERGENCY PREPAREDNESS AND DISASTER RESPONSE – BASIC REQUIREMENTS FOR DMHDDAD HOSPITALS AND COMMUNITY PROVIDERS

POLICY

The DHR Division of Mental Health, Developmental Disabilities and Addictive Diseases (DMHDDAD) providers and Hospitals provide for the safety and care of consumers in the preparation for and response to emergency and disaster situations. In addition, under the Georgia Emergency Operations Plan (GEOP), Emergency Support Function (ESF) 8, Section III.D Crisis Counseling DMHDDAD designated providers provide mental health services to the general population during times of disaster and emergency.

DEFINITIONS

Emergency - an unexpected situation or sudden occurrence of a serious and urgent nature that demands immediate attention, which impedes or prohibits the continuation of normal activities.

Disaster - an occurrence causing widespread destruction and distress. Severe weather conditions such as ice storms, snow accumulations, storms or torrential rains, depending upon severity may be classified as either emergencies or disasters. Hurricanes, tornadoes, floods, droughts and earthquakes are usually classified as disasters.

Preparedness – activities that occur prior to an emergency or disaster to support and enhance response. Planning, training, exercising, and coordinating with other agencies, community awareness and education are among such activities.

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Response – activities that address the immediate and short-term effects of an emergency or disaster. These activities help reduce casualties and damage and speed recovery. Response includes coordination and direction, communications and warning, evacuation and emergency support function responsibilities (crisis counseling).

Large providers – for the purpose of this policy, this term refers to agencies that contract with DMHDDAD for more than \$250,000 a year and DMHDDAD Hospitals

Small providers – for the purpose of this policy, this term refers to agencies that contract with DMHDDAD for less that \$250,000 a year

Local resources – Large providers’ personnel and supplies

PROCEDURES

1. Planning for Safety and Care of Consumers: Responsibilities for Large and Small Providers

Large providers and State Hospitals meet the standards for emergency and disaster preparedness established by the national accreditation or certification they are required to maintain (for example: The Joint Commission and/or the Commission on Accreditation of Rehabilitation Facilities).

Small providers meet the requirements for emergency and disaster preparedness established by the Division of MHDDAD and found in the Provider Manual under Standards for all Providers in order to receive provider certification.

Assisted living facilities, personal care homes, and nursing homes meet the standards of the Rules of Georgia Department of Human Resources Public Health Chapter 290-5-45 Disaster Preparedness Plans in order to receive a license and/or certification from the DHR Office of Regulatory Services.

State of Georgia Behavioral Health Emergency Preparedness Planning Kits, located on the DMHDDAD web site at <http://mhddad.dhr.georgia.gov> under Disaster Mental Health, may serve as a guide for the development of emergency plans. The kits contain instructions and worksheets that assist facilities with the following:

- Hazard Vulnerability Analysis
- Continuity of Operations Planning
- Surge Capacity Planning
- Personnel Planning for Continuity of Operations and Surge Capacity
- Other Response Capabilities (including Financial Resiliency)
- Planning for Support of the Community Response

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2. Responding to Disaster Mental Health Needs in the Community: Responsibilities of Large Providers

A. Background information regarding the Georgia Emergency Operations Plan

The Georgia Emergency Operations Plan (GEOP), Emergency Support Function 8, Section III.D Crisis Counseling states that DMHDDAD will manage crisis counseling and mental health assistance in coordination with the American Red Cross (ARC), local religious organizations and private agencies and organizations. In the case of an airline accident, federal law designates the ARC as the coordinator of crisis counseling and mental health services. In this case, DMHDDAD coordinates with the ARC and renders assistance as requested. The GEOP is located on the Georgia Emergency Management Agency web site at <http://www.gema.state.ga.us>

B. Preparation

In addition to using the State of Georgia Behavioral Health Emergency Preparedness Planning Kits (located on the DMHDDAD web site at <http://mhddad.dhr.georgia.gov> under Disaster Mental Health) to plan for the for the safety and care of consumers, large providers are encouraged to use the Planning for Support of the Community Response section of the kits to develop plans that assist in providing mental health services to the general population during times of disaster and emergency.

Each quarter, the DMHDDAD State Office Emergency Preparedness Coordinator requests from large providers an update of the provider's emergency contact information for use in the event of an emergency or disaster. This contact information includes office, home, cell/blackberry and/or pager numbers. This information will be made available to the Regional Coordinators, Regional Hospital Administrators and DMHDDAD State Office. Corresponding information for Regional Coordinators and Hospital Administrators will be made available to large providers.

Large providers will participate in community emergency and disaster planning by attending planning meetings and participating in drills and exercises with community partners (e.g. county emergency management agencies and Public Health Districts).

Employees of large providers are encouraged to attend training in Georgia Disaster Mental Health Field Response and/or American Red Cross Disaster Mental Health. The number of staff trained will be determined by the planning needs of each provider. These staff members also participate in the National Incident Management System training that is available on-line at the Federal Emergency Management Agency (FEMA) web site <http://www.fema.gov> under Training.

C. Response

Response to an event takes place on the local level.

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Large providers will deploy local resources as available upon the request of a local authority (e.g. county emergency management agency) and/or the Regional Office.

If an event becomes too large for the local resources to handle, a request for additional resources is made by the large provider to the Regional Office that serves the area where the event occurred.

D. Federal Emergency Management Agency (FEMA) Crisis Counseling Assistance and Training Program (CCP)

In the case of a Presidentially declared disaster, the Regional Office contacts large providers who serve the counties included in the Presidential declaration.

Large providers serving the counties included in the Presidential declaration conduct a needs assessment and provide feedback to the Regional Office as to whether or not they feel they will be able to meet the disaster-related mental health needs of the community. **See Attachment A – Georgia Mental Health Disaster Response Crisis Counseling Program Grant Funding Opportunities (Sample).**

If the needs assessment determines that the large provider can not meet the disaster-related mental health needs of the community, a Federal Emergency Management Agency (FEMA) Crisis Counseling Assistance and Training Program (CCP) implemented. Information about the FEMA CCP is available on the Substance Abuse and Mental Health Services Administration Disaster Technical Assistance Center web site at <http://mentalhealth.samhsa.gov/dtac> under FEMA Crisis Counseling Program.

E. Reimbursement

Large providers maintain separate records of all expenses associated with disaster response. Details of managing reimbursement are coordinated by the State Office at the time of the emergency or disaster.