



Monterey County Behavioral Health Policy and Procedure

Policy Number	118
Policy Title	Emergency Management System
References	None
Form	Emergency Management Teams (Attachment 1)
Effective	January 1, 1995 Revised: April 26, 1995 Revised: May 2, 1996 Revised: September 2, 1997 Revised: October 9, 1997 Revised: July 31, 2001 Revised: February 11, 2003 Revised: April 1, 2008

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Policy

1. MCBHD has the responsibility to respond and provide emergency mental health services in support of county wide emergency management operations.
2. MCBHD may have Employee Family Protection.
3. MCBHD staff, under state law, are designated Disaster Services Workers (DSW), and as such can be compelled to perform extended services during emergencies.
4. MCBHD has defined emergency management responsibilities.
5. MCBHD staff understands the activation requirement as:
 - a. Level A Activation - Full EOCC Activation: All public health operations groups, medical operations groups, and care and shelter operation groups (Behavioral Health) positions within the EOCC are to be staffed. Designated Behavioral Health emergency management personnel will be activated, in accordance with established operational staffing requirements, and will respond to the EOCC to conduct assigned emergency management functions.
 - b. Level B Activation - Partial EOCC Activation: Departmental response to EOCC will be dependent upon the type and scope of the incident, as well as needed for centralized public health coordination. Unless specifically requested, mental health personnel should not automatically respond to the EOCC under this activation.
 - c. Level C Activation - Minimal EOCC Activation: Normally, no departmental representation within the EOCC is required, although designed department emergency management personnel should remain available if condition escalates.

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27 **Procedure**

28 **I. A. Monterey County Behavioral Health Division's role in Monterey County's Emergency**
29 **Management System is as follows:**

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County Emergency Operations Coordinators Center (EOCC)

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Activated

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Office of Emergency Services (OES)

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Contacts the Health Department

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(Director > Deputy Director > Program Director)

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Operations SEC CHF

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Medical OPS Group
EMS
Medical Transportation
Hospital Coordination

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Public Health OPS
Environmental Health
Public Health
Animal Control

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* Care and Shelter
Operations
MoCo Social Svcs
BHD

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Behavioral Health Services is responsible for coordinating the provision of emergency
Behavioral health services to disaster victims. This will be carried out within the Care and Shelter
Operations Group.

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Care and Shelter Operations Group is responsible for:

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1. Establishing and operating shelter and reception areas for displaced persons; and

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2) Providing basic human services to disaster victim.

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Monterey County Social Services and the Red Cross will jointly coordinate all Care and Shelter
Group Operations.

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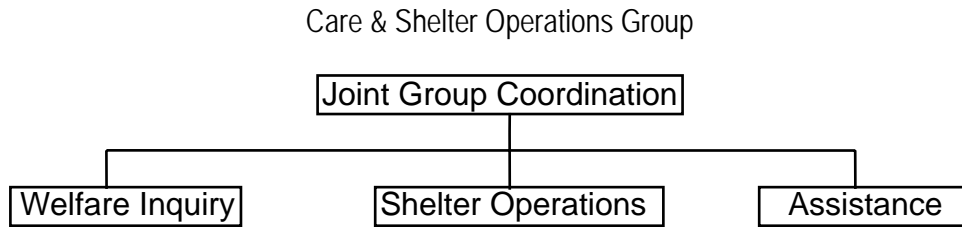
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B. Behavioral Health Division has five multi-disciplinary disaster teams:

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|---------------|----------------------------|----------------|
| <u>Team 1</u> | <u>Team 2</u> | <u>Team 3</u> |
| Salinas | Monterey | North Monterey |
| South County | Peninsula | County |
| <u>Team 4</u> | <u>Team 5</u> | |
| Multicultural | Employee Family Protection | |
| Multilingual | | |

(See Attachment 1 - Emergency Management Team)

C. Each team will have a team leader and two designated team assistants.

D. All team leaders will get their direction from the BHD Operation Leader or designee. The following Behavioral Health Division staff is designated Operation leaders by order of availability:

1. Behavioral Health Division Director
2. Behavioral Health Division Medical Director
3. Deputy Director - Adult Services
4. Deputy Director - Children/Adolescent Services
5. Manager I, II – MHP and AOD Services
6. Compliance Officer – QSM

E. Designated team leaders assigned by the Behavioral Health Operations Leader to the activation shall organize their team and report to the Care and Shelter Operations Group within four (4) hours of notification from the Operation leader.

F. Behavioral Health Division team leader will be responsible for adequately staffing the shelter and oversees the function and welfare of his/her team.

II. Behavioral Health Division shall participate in the County Disaster Drills as activated.

III. Behavioral Health Division Administration shall provide disaster training to Behavioral Health Division staff. Behavioral Health Division shall participate in these trainings and its annual disaster training updates.

- 116 IV. A. Behavioral Health Division Program Managers shall provide each staff member with
117 emergency preparedness and disaster survival information.
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- 119 B. Behavioral Health Division management is responsible for ensuring all Behavioral Health
120 Division personnel receives a copy of the Behavioral Health Division Emergency Management
121 System policies and procedures and subsequent updates.
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- 123 C. The Behavioral Health Division Program Managers are responsible to keep and update
124 necessary disaster information and supplies in each of its main clinics. Each package of supplies
125 may consist of the following, but not limited to:
- 126 1. Sign out form
 - 127 2. Map
 - 128 3. Telephone Numbers
 - 129 4. Cellular phone
 - 130 5. Vest
 - 131 6. Clipboard
 - 132 7. Job Directories
 - 133 8. Activity Log
 - 134 9. Resource List
 - 135 10. Water
 - 136 11. Flash Light
 - 137 12. Batteries
 - 138 13. Non-perishable food - 3 days
 - 139 14. Disaster policy
 - 140 15. Pen/Paper Pad
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- 142 D. Program managers or designee is responsible to check and or replenish supplies.
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- 144 E. 1) Behavioral Health Division Program Managers shall permit non-essential personnel to leave
145 their work place during emergencies to check on the safety and security of family members before
146 returning to their work place
- 147 2) The Behavioral Health Division management has an internal mechanism for designating certain
148 staff members as responsible for checking on and providing immediate assistance to the families of
149 essential personnel who are unable to return home or otherwise check on their families. Clerical
150 support staff of Children/Adolescent and Adult programs will be assigned to Team 5, Employee
151 Family Protection Team.
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- 153 F. Behavioral Health Division staff is responsible for updating their current address and telephone
154 numbers by calling 796-1273 and providing the current information.
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- 156 G. Behavioral Health Division staff is expected to show up for work unless otherwise directed by
157 the team leader. Each staff member with a pager is expected to be available by pager and others
158 without pagers to be available by telephone during the period of crisis.
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162 H. Behavioral Health Division staff shall complete the activity Log, Monterey County Recovery
163 Activity Supplemental Time Sheet form and a separate time card for overtime hours (Attachment 1,
164 2).

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IV. Following pages list assigned members of each team:

- a. Team 1 - Salinas/South Monterey County
- b. Team 2 - Monterey Peninsula
- c. Team 3 - North Monterey County
- d. Team 4 - Multi-Cultural/Multi-Lingual Team
- e. Team 5 - Employee Family Protection Team