DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES POLICY A-6.2 MHDS DISASTER PLAN REQUIREMENT

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POLICY: It is the Policy of the Division of Mental Health and Developmental Services

(MHDS) that each agency within the division will maintain a disaster plan.

PURPOSE: The purpose of this plan is to ensure disaster preparedness activities that will

minimize the negative impact of a disaster on each agency's ability to provide

services.

SCOPE: Division wide

REFERENCE: National Incident Management System (NIMS)

PROCEDURES:

I. Each Division of MHDS agency shall maintain a disaster plan that is consistent with the National Incident Management System (NIMS).

- II. Each Agency Director is responsible to identify the employee(s) who will create and maintain the plan.
 - A. Each agency shall identify essential staff and provide those staff with information regarding their responsibilities in preparation for possible disasters and in the event of a disaster.
 - B. Plans shall include appropriate training activities to ensure that staff are prepared to implement the plan in the event of a disaster.
- III. Agencies may partner with other entities within their community and the State, as necessary to implement the plan. Such agreements must be approved by the appropriate Deputy Attorney General.
- IV. Plans shall be reviewed and revised as necessary and no less than once every two years.

V. Each MHDS agency will develop specific written procedures to implement this policy.

ADMINISTRATOR

Havell Cook

EFFECTIVE DATE: 09/17/10 REVIEWED / REVISED DATE:

SUPERSEDES: New

APPROVED BY MHDS ADMINISTRATOR: 08/06/10 APPROVED BY MHDS COMMISSION: 09/17/10