NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE

SUBJECT:	DISASTER PLAN	
NUMBER:	NN-EC-01	Page 1 of 3
ORIGINAL [OATE: 06/06/89	
REVIEW/REVISE DATE: 03/25/92, 06/24/92, 09/08/95, 08/16/01, 10/28/04, 05/04/06, 6/18/09, 6/21/12		
APPROVAL	Cody Phinney	, Agency Director

I. PURPOSE

To establish a plan for emergency operational procedures which are to be used in the event of a disaster.

II. POLICY

Northern Nevada Adult Mental Health Services (NNAMHS) will maintain a disaster response plan designed to allow staff to respond promptly and effectively to disaster situations, both internal and external. The goals of NNAMHS disaster plans are as follows:

- 1. Protect life and safety of staff and people we serve
- 2. Maintain services to the greatest extent possible
- 3. Recover services as soon as possible after they must be suspended
- 4. Help Nevadans cope with disaster situations using our mental health expertise.

III. DEFINITIONS

1. Disaster

NRS 414.0335 "Disaster" defined: "Disaster" means an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of the Federal Government is needed to supplement the efforts and capabilities of state agencies to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state.

2. Emergency

NRS 414.0345 "Emergency" defined: "Emergency" means an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of state agencies is needed to supplement the efforts and capabilities of political subdivisions to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state.

IV. REFERENCES

1. NNAMHS All Hazards Disaster and Recovery Plan

V. PROCEDURE

- 1. The decision to activate the agency's disaster plan is the responsibility of the Agency Director or designee.
- As soon as a decision is made to implement the Disaster Plan the emergency/disaster notification procedure will be activated to alert all appropriate staff.
- 3. All staff will receive education and training as to their responsibilities when the disaster plan is activated.

- 4. The plan will be implemented as a drill by the Safety Officer at least twice annually.
 - a. Exercises will be conducted as realistically as possible.
 - b. All physicians and NNAMHS personnel will participate and contribute at critique sessions immediately following each drill.
 - A written report and evaluation of each disaster exercise will be prepared by the Safety Committee Chairman and kept on file in the Performance Improvement Office.
 - d. Tenants and other agencies on grounds will be notified and/or involved in drills and disasters.
- Each NNAMHS Department is responsible for establishing a plan for maintaining and recovering the functions they are responsible for in the event of a disaster. These plans will be appended to the agency plan.
- 6. The plan will be reviewed, annually and revised as necessary.