

INTERIM INSTRUCTION NOTICE #10-002

April 1, 2010

SUBJECT: Disaster Equipment Security

DISTRIBUTION: Department of Behavioral Health

OBSOLETE: Upon issue of SFT7023:
Disaster Equipment Security Policy

Effective Date April 1, 2010

From Disaster and Safety Unit

Introduction Effective April 1, 2010, all Department of Behavioral Health (DBH) clinics and programs are to ensure disaster equipment is stored in a safe and secure location, but accessible when required.

Background DBH requires all department disaster equipment to be stored in a secure location to protect clients, employees and others from injury or harm. Some of the disaster equipment has the potential to harm, such as fire axes and claw hammers.

Implementation Effective immediately, it is the responsibility of management/supervision at each DBH location to ensure disaster equipment is stored in a locked area, such as a supply cabinet that can be earthquake secured or a locked closet. Keys to the locked storage area are to be restricted to the possession of a Program Manager, Clinic Supervisor or the Location Safety Coordinator. Management/supervision at each location shall ensure disaster equipment remains inside the locked storage area with the exception of inventory checks and use in a disaster or emergency.

The Disaster Coordinator and/or Facility and Project Management Unit will work with each facility to determine the most appropriate location(s) for appropriate disaster equipment storage and security.

Contact Should you have any questions regarding this Interim Instruction Notice, please contact Disaster and Safety Coordinator Gwen Morse for assistance.
