



**Department of Behavioral Health
INFORMATION NOTICE 17-01**

Date: February 1, 2017

To: All Department of Behavioral Health Contract Agencies

From: Veronica Kelley, Director

A handwritten signature in blue ink, appearing to read "Veronica Kelley".

Subject: Disaster Response Requirements

Introduction The purpose of this Information Notice is to communicate the disaster requirements for Department of Behavioral Health (DBH) contract agencies, and explain how to meet these contractual requirements set forth by DBH. These requirements are effective July 1, 2017, and agencies shall be in compliance by September 30, 2017.

Behavioral Health Coordinator The Behavioral Health Coordinator (BH Coordinator) for DBH is its Medical Emergency Planning Specialist, Shanna Jensen. Ms. Jensen's contact information is as follows:

303 E. Vanderbilt Way
San Bernardino, CA 92415-0026
909-388-0875
sjensen@dbh.sbcounty.gov

Disaster Response Requirements In accordance with the DBH contract, specifically the Performance Section, subsection titled Disaster Response, in the event that a local, state, or federal emergency is proclaimed within San Bernardino County, DBH contract agencies shall do the following:

- Cooperate with DBH in the implementation of the Behavioral Health Services Disaster Response Plan. This may include deployment of Contractor staff to provide services in the community, in and around county areas under mutual aid contract, in shelters and/or other designated areas,
- Ensure within three months from the contract effective date, at least 25 percent of Contractor's permanent direct service staff participates in a disaster response orientation and training provided by the County or County's designee, and

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Disaster Response Requirements, continued

- Provide the BH Coordinator with the key administrative and response personnel including after-hours phone numbers, pagers, and/or cell phone numbers to be used in the event of a regional emergency or local disaster. Contract agencies are required to submit this information on a quarterly basis to the BH Coordinator.

Required Training

In order to meet its current contractual requirements, DBH contract agencies shall have 25 percent of their permanent direct service staff complete the following disaster related trainings as prerequisites to the live training:

- Federal Emergency Management Agency (FEMA):
 - IS: 100
 - IS: 200
 - IS: 700
 - IS: 800

The aforementioned trainings are online trainings available on the FEMA website: <https://training.fema.gov/is/crslist.aspx>. Contract agencies shall begin the trainings no later than July 1, 2017 and have the courses completed no later than September 30, 2017.

DBH is in the process of developing a live training that will review and explain the response requirements of contract staff in the event they are activated by DBH. The training will give a brief overview of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS). It will also address the paperwork required by FEMA for reimbursement. This course will help contractors identify the appropriate staff to deploy during activations. This training will be available no later than January 2, 2018.

Required Documentation

Effective October 14, 2017, contract agencies shall provide the BH Coordinator with the key administrative and response personnel including after-hours phone numbers, pagers, and/or cell phone numbers to be used in the event of a regional emergency or local disaster. Updated reports are due 14 days after the close of each quarter. Please send updated reports to:

Office of Disaster and Safety
303 E. Vanderbilt Way
San Bernardino CA 92415
safety@dbh.sbcounty.gov

Please note: DBH shall keep the information confidential and not release to other than authorized County personnel or as otherwise required by law.

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Questions

Questions regarding this Information Notice shall be directed to the DBH Medical Emergency Planning Specialist/BH Coordinator, Shanna Jensen (909) 388-0875 or at safety@dbh.sbcounty.gov.
