County of San Bernardino
Department of Behavioral Health

Emergency Action Plan (EAP) Policy

Effective Date	6/25/07	
Approval Date	6/25/07	**Allan Rawland, Director**

Policy

It is the policy of the Department of Behavioral Health (DBH) to establish an Emergency Action Plan (EAP) and designate authority and responsibility to specific staff for emergency response process creation, implementation, and maintenance, in accordance with California Code of Regulations, General Industry Safety Orders, Sub Chapter 7, Section §3200.

Note: Each DBH facility must maintain and annually update a site-specific EAP (see standard Emergency Action Plan (EAP)).

Purpose

To outline authority, responsibility, and the entire process of the EAP, and to promote structure and accountability during an emergency situation within any DBH facility.

Definitions

Emergency: a situation for which there is a level of threat to health, property, environment, or life which requires the partial or complete evacuation of a DBH facility (i.e. fire, bomb threat, air quality issues, etc.); such a situation is usually unexpected and requires immediate attention.

Evacuation: the act or process of evacuating - the removal of persons or objects from a designated area; includes fully or partially evacuating occupants from a DBH facility to a primary or alternate assembly location.

Designated Authority

The emergency evacuation response communication flows from the Supervisor or designee, to the Location Safety Coordinator (LSC), with notification through the Program Manager to the Deputy Director,and then to the Director of DBH, Risk Management and Chief Administrative Officer (CAO).

Note: Notifications to the CAO's office will be done by the Department Director's office.

Responsibilities The following illustrates the responsibilities of specified staff:

Role	Responsibility
Supervisor, LSC, or designee	**Pre-Emergency:** • Ensure there is a current site-specific EAP • Train staff on EAP and their assigned responsibilities upon hire and annually • Provide all employees with a copy of the EAP • Review and update EAP annually **Post Emergency:** • Announce evacuation orders and ensure all facility occupants are accounted for • Ensure security of property and resources • Notify appropriate Program Manger • Forward copy of evacuation report to the Disaster/Safety Coordinator ***Note:*** If imminent danger does not exist, the Supervisor requests authority from the Program Manager or designee to evacuate the facility.
Program Manager	**Post Emergency:** • Provide guidance during evacuation of facility as needed • Assist with notifications to the Director's office via the Deputy Director, including an estimate of injuries, damages, and anticipated impact to facility operations
Deputy Director	**Post Emergency:** Ensure notifications have been delivered to the Director of DBH and Risk Management when appropriate

Director	**Post Emergency:** Ensure notification has been delivered to the CAO's office when appropriate (i.e. verify if sustained impact to service delivery has occurred)
General Staff	**Pre-Emergency:** • Remain familiar with EAP and evacuation assembly locations **Post Emergency:** • Quickly and safety evacuate all staff, visitors, and clients to a pre-designated assembly location • Assist others when necessary during evacuation • Check in at designated assembly location • Follow all safety instructions