

ANNEX J TO FAIRFIELD COUNTY EMERGENCY OPERATIONS PLAN

MENTAL HEALTH

I. AUTHORITIES AND REFERENCES

A. Purpose

To organize within Fairfield County government the capability to meet the basic human needs of persons experiencing extreme emotional/psychological stress in a disaster situation; and to outline responsibility and policy established for mental health service operations before, during and after a disaster, whether natural or technological, including terrorist acts.

B. Authority

1. Fairfield County Ordinance No. 487, signed May 9, 2005.
2. S.C. Legislative Act Number 199, July 30, 1979.
3. Fairfield County Mitigation Plan

C. Definition

CRISIS COUNSELING--Service provided by mental health professionals to psychiatric casualties such as disaster victims, bystanders and relatives of disaster victims who need treatment for shock, anxiety, hysteria or other extreme stress.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Fairfield County is subject to disasters (*natural, technological, or terrorist act*) that could greatly affect the public health and result in a large number of deaths and/or injuries and damage. While Fairfield County has the capability and adequate resources to meet routine needs, during a disaster problems are multiplied and made more complex. A disaster could tax the capability and resources of Fairfield County.
2. During and following a disaster (*natural, technological or terrorist act*) some individuals or families having experienced extreme emotional/psychological stress will require emergency Mental Health services. These services could be administered at the disaster site, shelter site, medical facility, a mental health office or other designated area.

B. Assumptions

1. Some disaster victims and emergency responders may need mental health services during or in the aftermath of a disaster.
2. As the demand for mental health services may increase significantly after a disaster and some local providers may become disaster victims, there may be a need for additional mental health resources.

III. MISSION

To coordinate the mental health resources available to Fairfield County through the Fairfield County Mental Health Clinic for the emergency treatment of persons experiencing extreme emotional/psychological stress as a result of a disaster.

IV. CONCEPT OF OPERATIONS

A. General

1. On notification by the Director, Fairfield County Emergency Management Department, that a disaster is imminent or has occurred, the Director, Fairfield County Mental Health Clinic, will activate its disaster plan and staff the crisis center(s) as appropriate. *See Appendices 3 and 4.*
2. Control of operations will be conducted from the Fairfield County Mental Health Clinic.
3. Fairfield County Crisis Center(s) will be organized and staffed in accordance with the direction of the Director, Fairfield County Mental Health Clinic. *See Appendix 3.*
4. The Fairfield County Mental Health Department does not have any inpatient facilities. Any inpatients at Fairfield Memorial Hospital will be evacuated under the hospital plans and procedures.
5. All Mental Health personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all Mental Health planning and response operations.

B. Actions by Phases of Emergency Management

1. Preparedness

- a. Supervise and coordinate the development of plans and procedures for the conduct of crisis counseling.
- b. Develop a communication center and its operating procedure.
- c. Develop staffing for the Control Center, Communication Center and Crisis Center(s).
- d. Coordinate the planning for use of additional mental health resources available through Fairfield County Mental Health Clinic. *See Appendix 4.*
- e. Identify and coordinate with other emergency service Organizations essential in the conduct of crisis counseling.
- f. Ensure Mental Health personnel integrate NIMS principles in all planning. As a minimum, primary personnel for Mental Health will complete FEMA's NIMS Awareness Course, or an equivalent course.

2. **Response**

- a. Activates its disaster plan on notification of the Director, Fairfield County Emergency Management Department.
- b. Staff the shelter(s) and Crisis Counseling Center(s).
- c. Advise the Fairfield County Emergency Operations Center (EOC) of actions taken and problems encountered.

3. **Recovery**

Ensures that all mental health offices continue to provide short and long-range treatment to disaster-related individuals as needed.

a. **Control Center**

1. Maintain continuous contact with the Fairfield County EOC and other emergency service organizations.
2. Alert Mental Health staff as required. *See Appendix 2*
3. Ensure staffing of Mental Health emergency stations. *See Appendix 3.*

b. **Communication Center**

1. Receive information regarding mental health needs.
2. Process requests for information from family and friends of individuals requiring Mental Health Services.
3. Refer persons requiring Mental Health Services to the appropriate Mental Health Office.

c. **Crisis Centers**

1. Provide a calm atmosphere.
2. Provide crisis counseling.
3. Conduct referral operations.
4. Offer emergency mental health assistance to persons experiencing shock, anxiety, hysteria or other extreme stress.

4. **Mitigation**

- a. Identify personnel and volunteer groups essential in the conduct of crisis counseling.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. *See Organization Chart in Appendix 1.*
2. The Director, Fairfield County Mental Health Clinic, is responsible for coordination of all government and non-government agencies that comprise the Mental Health organization, which effectively supports the needs of the population of the county during emergencies/disasters.

B. Responsibilities

1. Supervise and coordinate the development of plans and procedures for the conduct of crisis counseling.
2. Develop a communication center and its operating procedure.
3. Develop staffing for the Control Center, Communication Center and Crisis Center(s).
4. Coordinate the planning for use of additional mental health resources available through Fairfield County Mental Health Clinic. *See Appendix 4.*
5. Identify and coordinate with other emergency service Organizations essential in the conduct of crisis counseling.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Initial situation reports will be submitted to the Director, Fairfield County Mental Health Clinic as soon as practicable, reports will be consolidated and submitted to the Director, Fairfield County Emergency Management Department, for analysis and further distribution and will include, but not be limited to the following:

1. Number of patients served during emergency.
2. Type of problems.
3. Resources used.

B. Logistics

Supplies, transportation and equipment necessary for emergency operations will be drawn from within the Fairfield County Mental Health Clinic organization and/or other resources of SCDMH as needed.

VII. DIRECTON AND CONTROL

A. Direction

1. Direction and control of emergency oriented crisis services will be coordinated by the Director, Fairfield County Mental Health Clinic.
2. All referrals and requests for information will be transmitted through the Communications Center.
3. All requests for Public Information Releases will be submitted to the Director, Fairfield County Mental Health Clinic.
4. Requests for assistance from agencies outside Fairfield County Mental Health Clinic will be made through the Fairfield County EOC during a disaster.

B. Line of Succession

1. Director, Fairfield County Mental Health Clinic
2. Senior Professional Staff Member, Fairfield County Mental Health Clinic

C. Communications

1. Communications will be maintained through telephones.
2. Additional means of communications may be requested through the County EOC.

VIII. PLAN MAINTENANCE AND DEVELOPMENT

A. Development

The Director of the Mental Health Clinic will be responsible for the development and maintenance of this annex.

B. Maintenance

1. This annex will be reviewed annually.
2. This annex will be updated as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, or technological changes, etc.

Director, Fairfield County Mental
Health Clinic

Date

Director, Fairfield County Emergency
Management Department

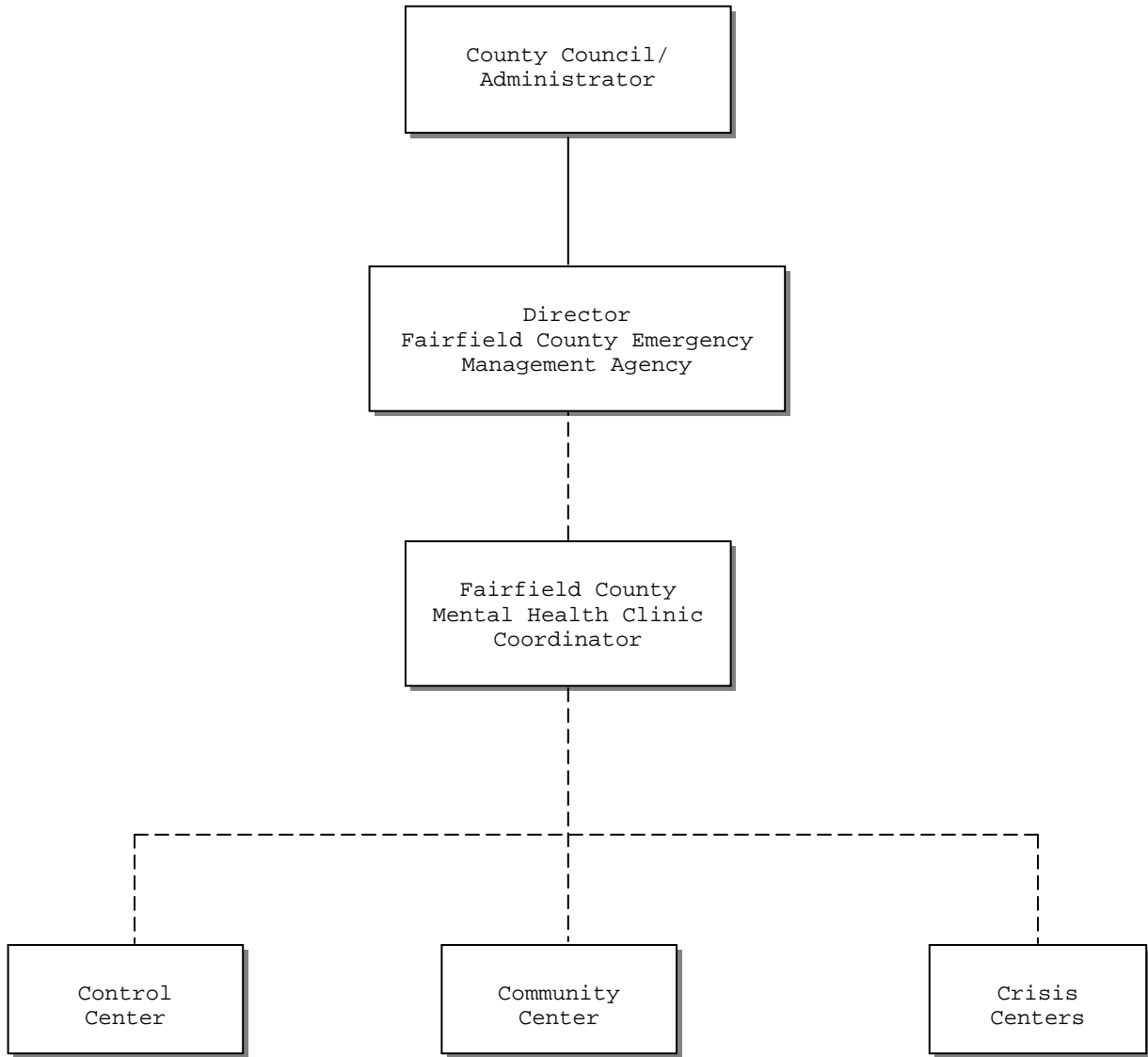
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APPENDICES:

- 1. Organization Chart Tab A--Internal Organization Chart**
- 2. Alert List**
- 3. Service Location and Phone Numbers**
- 4. Adjacent Counties Mental Health Centers**
- 5. Host Area Requirements Statement**

APPENDIX 1 TO ANNEX J—ORGANIZATION CHART

FAIRFIELD COUNTY

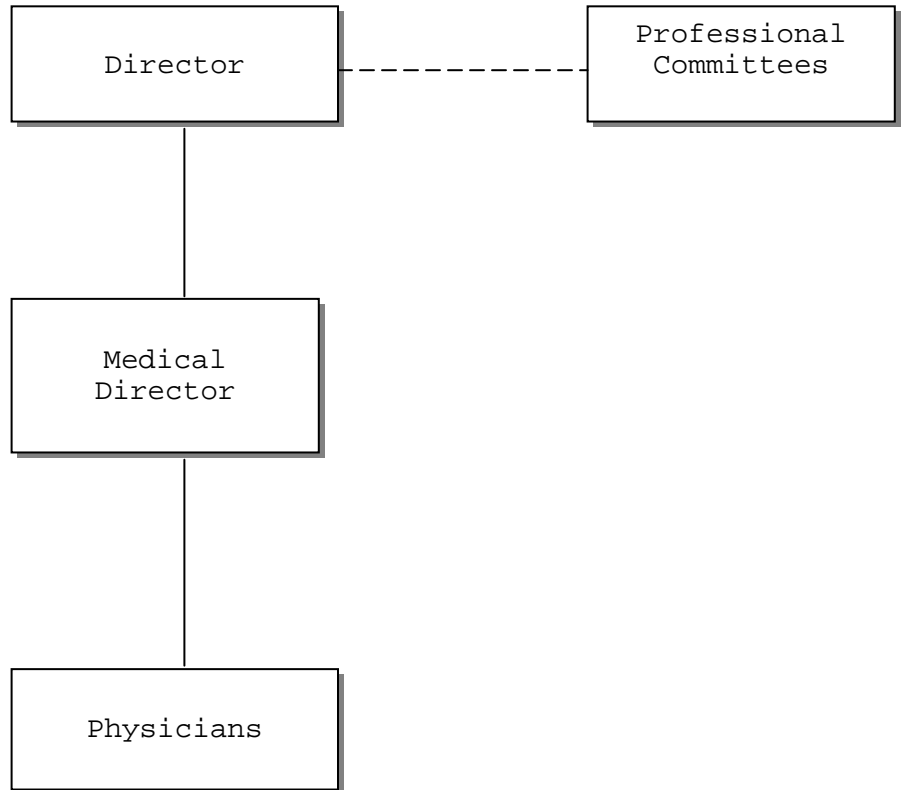


————— **Direction**

- - - - - **Coordination**

TAB A TO APPENDIX 1, ANNEX J - INTERNAL ORGANIZATIONAL CHART

FAIRFIELD COUNTY



————— **Direction**

----- **Coordination**

APPENDIX 2 TO ANNEX J, MENTAL HEALTH--ALERT LIST

FAIRFIELD COUNTY

TITLE/AGENCY

Director, Fairfield County Mental Health Clinic

Medical Director, Fairfield County Health Center

Head Nurse, Fairfield County Health Center

*****ALL TELEPHONE NUMBERS ARE KEPT CURRENT IN OUR COUNTY ALERT LIST
SOP, DISTRIBUTED TO APPROPRIATE AGENCIES.***

APPENDIX 3 TO ANNEX J, MENTAL HEALTH--SERVICE LOCATIONS

FAIRFIELD COUNTY

Service Locations and Phone Numbers

Fairfield County Mental Health Center

Phone: 635-4689

Clinic Contains:

1. Adult Outpatient Service
2. Children and Family Services
3. Emergency Services
4. Administrative Services
5. Aftercare Services
6. Consultation and Educational Services
7. Rape and Sexual Assault Services

APPENDIX 4 TO ANNEX J, MENTAL HEALTH--ADJACENT COUNTIES MENTAL HEALTH CENTERS

FAIRFIELD COUNTY

Chester County Mental Health Center

Newberry County Mental Health Center

Richland County Mental Health Center

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**APPENDIX 5 TO ANNEX J, MENTAL HEALTH--HOST AREA REQUIREMENTS
STATEMENT**

FAIRFIELD COUNTY

1. Equipment

No requirements at this time.

2. Supplies

No requirements at this time.

3. Personnel

No requirements at this time.