



PENINSULA RSN

ADMINISTRATION POLICIES AND PROCEDURES

Policy Name: DISASTER PLANNING

Policy Number: 2.23

Reference: DSHS Contract, WAC 118-30, State of Washington Comprehensive All Hazard Emergency Management Plan

Effective Date: 4/2006

Revision Date(s): 12/2007

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Data System Backup and Recoverability
- Policy: Corrective Action Plans

PURPOSE

All providers contracted with the Peninsula Regional Support Network (PRSN) are required to have a disaster response plan as part of their policies. The purpose of this policy is to serve as the basis for effective response to any disaster that threatens their agency; to facilitate the integration of mitigation into response and recovery from the event; and to facilitate coordination with the PRSN, city, county, state and federal government during disaster situations.

PROCEDURE

1. All network providers shall have policies that assign responsibility to carry out actions in emergencies. These shall be available to all staff and include a plan for annual training.
2. Emergency supplies, first aid kits, and other resources are identified for all provider facilities. The location of these resources are made known to staff and easily accessible for use during an event.

3. All providers shall have identified areas of evacuation for all staff and consumers. There shall be a system in place to check on the status of individuals known to be in the facilities at the time of the event.
4. The providers shall notify the PRSN of any circumstances or conditions that initiated the use of emergency protocols that were not part of a scheduled drill or exercise.
5. The PRSN may coordinate services during the recovery phase of any event. The PRSN and the provider network will participate in activities that address mitigation.

MONITORING

This policy is a mandate by contract and statute.

1. This policy will be monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review
 - Review of previous provider corrective action plans.
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.