

**Charleston/Dorchester
Mental Health Center**

**Emergency Response Plan and Vehicle Safety Equipment Inspection
Policy**

It is the policy of the Charleston/Dorchester Mental Health Center to safeguard the safety and health of its staff, clients and visitors by establishing procedures to respond efficiently and effectively to: fires, natural disasters, medical emergencies, violent or other threatening situations, motor vehicle accidents/incidents, and power failures.

Procedures:

1. The Executive Director, Clinical Director of West Ashley Clinic, and Clinical Director of Dorchester Clinic will appoint staff at each owned, leased, rented or operated Service location to conduct the designated Emergency Response Drills and Vehicle Safety Equipment Inspections.
2. Emergency Response drills and Vehicle Safety Equipment inspections will be documented on the specific forms supplied by the Safety and Health Committee.
3. Completed drill forms and vehicle inspection forms are to be sent to the Safety and Health Committee at West Ashley Clinic and a copy should be kept on file at each service location.
4. The Safety and Health Committee will review drill and vehicle inspection forms for timely submission, follow-up and procedural recommendations.
5. The Safety and Health Committee will monitor drill and vehicle inspection compliance and report to Management Team annually and as necessary.
6. To ensure that all emergency plans are tested annually, the following months are designated as drill months:
 - January – Violent or Other Threatening Situations
 - March – Medical Emergency (CODE BLUE)
 - May – Natural Disaster
 - July – Bomb Threat
 - September – Fire (CODE RED)
 - November – Power Failure (CODE YELLOW)
7. Vehicle Safety Equipment Inspections will be conducted quarterly.
8. The Safety and Health Committee may recommend additional emergency response drills to further educate and inform staff how to handle specific emergency situations.

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