



North Carolina Department of Health and Human Services
Division of Health Service Regulation
Mental Health Licensure and Certification

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Notice

TO: All Providers with a Mental Health License
FROM: Stephanie Alexander
DATE: January 21, 2011
RE: Disaster Plan Template Available for Download

A disaster preparedness planning template has been developed through collaboration between the Division of Health Service Regulation and the Division of Emergency Management Services. This new template is available for download to providers of licensed facilities in North Carolina.

The goal of this comprehensive, user friendly template is to improve disaster preparedness for all hazards within the state. The template allows providers to create and update disaster and emergency plans and have it accessible to staff members and emergency responders. The template, through its detailed questions, encourages providers to (a) realistically assess their emergency preparedness strengths and weaknesses, and (b) develop plans and procedures for coping with large-scale emergencies. These emergencies can include floods, hurricanes, ice storms and other situations that may require ensuring health and safety with limited utilities, or may even require complete evacuation of your residents.

North Carolina rule 10A NCAC 27G .0207 states:

*"(a) a written fire plan for each facility and area wide disaster plan shall be developed and shall be approved by the appropriate local authority
(b) The plan shall be made available to all staff and evacuation procedures and routes shall be posted in the facility...."*

Using the template will facilitate compliance with the North Carolina rule. It will also ensure that emergency responders will have critical information available to them as they provide assistance to a facility during a disaster.

To download the disaster plan template, visit the DHSR Mental Health Licensure and Certification website on the *Forms and Applications* page <http://www.ncdhhs.gov/dhsr/mhlcs/mhforms.html>. You will need a blank CD to download and save the template.

