

## STATE MENTAL HEALTH AUTHORITY ALL-HAZARDS PLANNING WORKSHEET

### HOW TO USE THIS WORKSHEET

The following worksheet outlines tasks for the State Mental Health Authority (SMHA) Disaster Coordinator or their designee to prepare for and to design, develop, and deploy a mental health response to *any* hazard. Although this document focuses on State-level organizations, the reader should include regional and local branches of these organizations when planning, testing, and training. SMHAs are encouraged to use and modify this worksheet to document key contacts with other agencies and to assign an SMHA representative to each specific relationship or task. Tasks are organized into three major topic areas:

**Planning. (Page 2)** This section will assist the SMHA in organizing a comprehensive disaster response plan that includes identifying special populations, conducting training, and developing information dissemination strategies.

**Partnering. (Page 12)** Tasks in this section involve identifying and linking with key State and local agencies and organizations to plan and deploy a coordinated response effort.

**Funding and Fiscal Management. (Page 24)** This section addresses sources for Federal funding for emergency preparedness, response, and recovery, as well as tips on managing and tracking expenditures.

Once the SMHA representative responsible for each task is identified and the key contacts for relevant organizations are determined, this worksheet should be used to guide discussions and planning activities. For example, to achieve the first action item, the SMHA Disaster Coordinator should assign a member of his or her staff to identify contacts within the Governor's Office, the Mayors' Offices, and the State Emergency Management Agency (SEMA). When speaking with each of these contacts, the SMHA representative should use the planning strategies provided to guide the discussion.

Additional information on disaster mental health and the Crisis Counseling Program (CCP) is available through the Emergency Mental Health and Traumatic Stress Services Branch (EMHTSSB) of the Center for Mental Health Services (CMHS) at:

[www.mentalhealth.org/cmhs/EmergencyServices/default.asp](http://www.mentalhealth.org/cmhs/EmergencyServices/default.asp).

Disaster mental health and substance abuse is a dynamic field, with new resources being developed all the time. This worksheet will be updated and revised as new information becomes available. To obtain an electronic copy of this worksheet or to ask questions or suggest changes to the document, please contact:

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November 2003

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