

District One Disaster Mental Health Response Protocol:

1. **Assess the Situation/Call for Mental Health Team:** The team leader(s) will talk with the requesting agency, contact DMHA (Drew or Stephanie) and the Clinical Director and Executive Director of the Mental Health Center before responding.
2. **Call for responders:** The team leader(s) will contact team members on the call list to respond to the shelter or other designated site. The following will be provided to them in the phone conversation:
 - a. Overview of the disaster and role they will have in the response: (i.e. counseling at a shelter, children's services group, debriefing for first responders, providing an information table at a Disaster Recovery Center, etc.)
 - b. Hours, location and who to report to and who will relieve them.
 - c. What to bring: Hat, Water, pens a plenty, blue book, sun screen, hand sanitizer, blue shirt and pants you don't care will be dirty, boots to step on a lot of debris, blister care, Kleenex packs, Project Aftermath ID, small amount of money, brochure with Project Aftermath phone number and a small backpack to carry around with you.
 - d. Who to call for debriefing afterwards.
 - e. Recording in the blue book and response sheets.
3. **Bring the Go Kit to the location:** The team leader(s) will get the go kit from Geminus (4th Floor QI Department) and bring the kit to the location. Check the kit before leaving to make sure all needed materials are available. **The contents of the Go Kit Suitcase are:**
 - a. Binder with instructions and handouts to copy and signs for Project Aftermath
 - b. Various handouts (i.e. 211, Project Aftermath cards, Flood Brochure, cleaning mold, sleep response, children and disaster, FEMA information) (English and Spanish)
 - c. Field guide mental health response
 - d. Blue data collection books
 - e. Pencils and Pens, Markers
 - f. Pads and plain paper
 - g. Hand sanitizer and wipes
 - h. Flood coloring books
 - i. Crayons
 - j. Map of the Northwest Indiana (get additional maps for Disaster Recovery Centers as they open to hang on wall)
 - k. Kleenex
 - l. Decks of cards
 - m. Stress balls
 - n. Gloves
 - o. First Aid Kit (with bandaids)
 - p. Umbrellas
 - q. Ready Set Prepare coloring/activity book ages 4 7
 - r. Ready Set Prepare " " ages 8-11
 - s. Ready Kids Activity Book " " 10+
 - t. Are You Ready FEMA 200 page citizen preparedness adult
 - u. Preparing for a Disaster FEMA, booklet adult
 - v. Tips for Helping Students DOE, booklet teachers, workers
 - w. Helping Children Cope booklet, FEMA " "
 - x. Food & Water in Emergency booklet, FEMA adult

To buy if children involved or if there is a children's group/play area:

Treats for children (i.e. Smarties, gum, apples, water, etc.)

Hand held games (i.e. yo-yo's, cup and ball, magnetic games, etc.

Puppets and play items need to be packed separately.

4. **Call Center for Project Aftermath:** Contact the call center in Indianapolis with information about the response and our mental health response services. Project Aftermath will begin receiving crisis calls and need to know what the response is and who to contact for further information. 1-866-679-4631 www.indianaprojectaftermath.org The website that is sponsored through DMHA with counseling grant from FEMA for disaster counseling followup will be available as well as the hotline. If they can handle the crisis call, they will and refer caller to 211 for local information and referral. However, if the person needs mental health follow-up, then they will call us with the name of number of the person needing help.
5. **Debriefing:** Please call the clinical person for your debriefing after your shift. Give them an overview of what happened and discuss any issues or concerns you have about the response, any clinical consultation you need about a particular individual's needs and your thoughts and feelings about the response. This is very, very important.....for you and for the team....don't sleep on it, carry things around in your heart.....make the call. We'll have group debriefings as needed throughout the response to provide support to each other.
6. **Recording:** Write up the stats for the day in your blue book. The data will be collected in order to monitor the response and write a mental health response grant.

THANK YOU for all you do!