



Division of Prevention and Behavioral Health Services
Department of Services for Children Youth and Their Families
State of Delaware

NO. ADM 009		Policy On Emergency Preparedness	
Authored by:	Kelly Soliman, LCSW	Title: Manager of Quality Improvement	
Approved by:	Susan Cycyk, M. Ed	Title: Division Director	
Adopted: 12/19/99	Revised: 10/03, 1/12/07, 2/11/08, 8/10/10, 8/3/11	Reviewed: 2/10/09, 8/1/12, 7/9/13	Page: 1 of 1

I. Purpose

The purpose of this policy is to ensure that the critical services provided by the Division of Prevention and Behavioral Health Services (DPBHS) continued in the event of a disaster or emergency.

II. Policy Statement

Central Operations

The primary responsibility for the development and implementation of a policy on safety and emergency preparedness rests with the Safety Committee of the Department of Services for Children, Youth, and Their Families. The Division of Prevention and Behavioral Health Services' Quality Improvement Unit is responsible for collaboration with the Department's Committee in development and implementation of the departmental policy. The Quality Improvement Unit will support and coordinate, as needed, the central operation's Emergency Preparedness Plan with the provider network plans and undertake processes to support emergency preparedness within the network.

Network Providers

All Division of Prevention and Behavioral Health Services' service providers are required to have, in place, an Emergency Preparedness Plan in conformity with the Division's Provider Manual and the Department's Operating Guidelines.

III. Applicability

This policy applies to Central Operations and to service network providers.