

**MEMORANDUM OF UNDERSTANDING BETWEEN  
HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES  
MENTAL HEALTH BRANCH  
AND  
CRESTWOOD BEHAVIORAL HEALTH, INC. FOR EMERGENCY EVACUATION  
FOR FISCAL YEARS 2012-2013, 2013-2014, AND 2015-2016**

This Memorandum of Understanding is made and entered into this 2nd day of July 2012 by and between Humboldt County, a political subdivision of the State of California, through its Department of Health and Human Services-Mental Health Branch (DHHS-MHB) and Crestwood Behavioral Health, Inc. (CBH), upon the following considerations:

**I. PURPOSE:**

A. To provide for the evacuation of patients from DHHS-MHB's Inpatient Psychiatric Health Facility, Sempervirens, to Crestwood Behavioral Health, Inc. (CBH) in Eureka, California in the event of a known fire or disaster, or as ordered by the Fire Marshall or the Mental Health Branch Director/Designee.

B. To ensure the safety and well-being of patients and staff in the event of a fire pursuant to California Code of Regulations, Title 22, section 77129.

**II. STAFF LIAISONS:**

A. DHHS-MHB and CBH will identify their respective staff members responsible for coordinating an evacuation of Sempervirens Psychiatric Health Facility to CBH.

B. Staff liaisons at the two agencies will have the primary responsibility of coordinating an evacuation between the two agencies. Staff liaisons are listed in Exhibit A, attached hereto and incorporated by reference.

**III. EVACUATION PLAN FOR SEMPERVIRENS PSHCHIATRIC HEALTH FACILITY TO CBH:**

Evacuation of Sempervirens patients to CBH will be carried out as described in DHHS-MHB's Clark Complex Emergency Action Plan.

**IV. INTERAGENCY TRAINING:**

To assure that staff are trained in the procedures for evacuation of Sempervirens Psychiatric Health Facility to CHB:

A. DHHS-MHB and CBH agree to provide at least one joint training per year for their combined staff and other trainings as mutually agreed upon. These trainings may include, but are not limited to, the following:

1. Evacuation procedures
2. Agency roles and responsibilities

**V. PATIENT SERVICES AFTER EVACUATION:**

This MOU only applies to the actual evacuation of patients to CBH. Any services or housing provided by CBH to evacuated patients will be pursuant to a separate agreement between DHHS-MHB and CBH.

**VI. PROBLEM RESOLUTION:**

To assure a well defined and multi-level Problem Resolution Process, DHHS-MHB and CBH will utilize the following procedures if a dispute arises:

- A. **Level 1:** The appropriate CBH unit supervisors and DHHS-MHB Senior Program Manager-24 Hour Services will meet when case coordinators can not resolve issues that require problem resolution.
- B. **Level 2:** The identified CBH Administrative/Program Liaison and the DHHS-MHB Deputy Director will meet to resolve those issues not resolved at Level 1.
- C. **Level 3:** DHHS-MHB/CBH Agency Directors agree to meet or confer when the Level One and Two processes do not resolve problems and/or issues.
- D. **Level 4:** Upon consensus from both DHHS-MHB and CBH Directors, State level guidance or technical assistance will be sought from the California Department of Mental Health.

**VII. ANNUAL REVIEW:**

The Director of DHHS-MHB and the President/CEO of CBH or their staff liaisons agree to meet no less than annually to:

- A. Review the procedures for evacuation of Sempervirens Psychiatric Health Facility to CBH.
- B. Address any outstanding policy and procedure issues between the two agencies.
- C. Establish the direction and priorities for ongoing collaborative efforts between the two agencies.

**VIII. AMENDMENT:**

**This MOU may be amended at any time during the term of this MOU upon the written mutual consent of both parties.**

**IX. TERM:**

This MOU will remain in effect from June 1, 2012 to May 31, 2016.

IN WITNESS WHEREOF, the parties hereto have entered into this Memorandum of Understanding as of the day and date first above written.

Asha George

Asha George, Ph.D. Director  
Department of Health and Human Services  
Mental Health Branch

Date: 7/2/12

*Pursuant to authority granted by the Board of Supervisors on June 26, 2012*

Name: George C Lytal  
Signature: [Signature]  
Title: President & CEO  
Crestwood Behavioral Health, Inc.

Date: 6/5/2012

Name: GARY ZAYEN  
Signature: [Signature]  
Title: CONTRACTOR  
Crestwood Behavioral Health, Inc.

Date: 6/5/12

**EXHIBIT A**

**Agency Liaisons**

**DHHS- MHB**

Mental Health Branch Staff Liaison: Jet DeKruise Senior Program Manager 24 Hour Services  
Phone: 268-2967

Mental Health Branch Director: Asha George, Ph.D.  
Phone: 268-2990

Psychiatric Emergency Services: Request a telephone call from the Administrator On-call  
Phone: 445-7715

**CRESTWOOD BEHAVIORAL HEALTH**

CBH: Staff Liaison: Jennifer Chaffin-Kinee Program Manager  
Phone: 442-5721 extension 21 11051

CBH Director: Nancy Soncrant Administrator  
Phone: 442-5721 Cell: 845-4223

CBH President/ CEO George Lytal  
Phone: 1-916-471-2244