



Central Texas Regional Advisory Council  
Trauma Service Area - L

**Disaster Behavioral Health Planning Committee**  
**Meeting Minutes**  
**October 8, 2009 1:30 – 3:30p.m.**  
**Room D-10 CTCOG Building**  
**2180 N. Main Street, Belton, TX**

**Members Present**

Adriana Strunk, Wanda Robinson, and Eldon Tietje

**CTRAC Staff Present**

None

**I. Welcome: Introductions**

**II. Approval of September 10, 2009 Minutes**

The September 10, 2009 Meeting Minutes were approved by consensus of those present.

**III. Review and Adjustment of the Meeting Agenda:** No items were added

**IV. Summary report on survey returns:** Tabled

**V. Development of a Disaster Behavioral Health Services Section** for the Regional Disaster Plan. Eldon has begun searching the internet for other Disaster Behavioral Health Services Plans from other states, counties and cities. When we have a good example to start working from, then we will form a sub-committee to take this on as a project.

**VI. Discussion of the DSHS Region 7 grant to provide Mental Health First Aid course.**  
date: 11/2-6 19 of 24 slots are filled.

**VII. Quick Series Guides:** The RAC has obtained about 400 Quick Series Guides on Emergency Preparedness for Persons with Disabilities and Medical Concerns and 100 each of Stress Management for Emergency Personnel, Spiritual Wellness, Suicide Prevention, and Crisis Intervention for Emergency Personnel. Eldon has learned that each of the EMT groups has a training person and that the RAC can make that list available as a possible way to distribute the booklets. Once the booklets are distri-

buted to each EMT group, then we will see how many of each title are left. The leaders of potential disaster sheltering operations would then be considered for the next level of distribution.

**VIII. Review of the Committee's Goals and Objectives and formulation of the Committee's 2010 work plan:** The 2010 work plan below was reviewed and thought to accurately reflect the discussions held at our September 10 meeting. We discussed the need for form a separate sub-committee to work on Goal XI, Organized a CTRAC CISM Team as this will require a unique, focused effort that can not be accomplished well within our regular Committee meetings. Eldon proposed that the CISM Sub-Committee have its own monthly work sessions to focus on getting organized.

Discussion followed about how to assign some of the 2010 work plans among Committee members to bring focused activity to each work goal. Discussion followed about identifying a lead person for each of the Goals. Wanda volunteered to be the lead person on Goal VIII's work plan. She also volunteered to do some networking to identify existing CISM groups who may be able to help us with our organizing efforts, particularly, gaining the 501 (c) 3 organization. Wanda is also interested in working on the eventual Mutual Aid Agreement of the new CISM team with the Region 7 CISM Team. Wanda also indentified the International Crisis Incident Stress Foundation (ICISF) as a possible resource for some of our organizational questions and documents.

Goal II: Identify the primary stakeholders and potential providers of disaster behavioral health services in the CTRAC region.

Workplan: 1. Do a detailed analysis of the returned surveys. 2. Offer disaster-related training for behavioral professionals to increase their interest in volunteering in case of a disaster. Catalogue potential disaster behavioral health service providers and their contact information. 2. Obtain list of attendees to the June behavioral health training event and add them to the survey responders, especially those who attended from Fort Hood.

Goal III: Develop a Regional Disaster Behavioral Health Plan for the CTRAC region.

Workplan: 1) Locate a county or city disaster preparedness plan that has a good behavioral health section in it to use as a plan proto-type. 2. Form a Regional Plan subcommittee to write a draft behavioral health section for the regional disaster plan. 3. Finalize the behavioral health disaster preparedness section by August 31, 2010.

Goal IV: Identify areas and populations evaluated to be at high risk for the need of disaster behavioral health services within the CTRAC region.

Workplan: 1. Identify places in Texas that have a mechanism in place to accomplish this goal – Brazos County 211 is said to have a mechanism to do so . 2. Obtain information about how they are organized to keep such a data base up-dated (Wanda Williams is the Bell County 211 Coordinator would be a resource). 3. Talk with the COG about how to access their geo-mapping software. 4. Geo-map Central Counties MHMR consumers to see how that population is distributed in our region. 5. Obtain the addresses of all group

homes for people with mental retardation and geo map them. 6. Obtain all the addresses of nursing homes and boarding homes in our region and geo-map them.

Goal V: Identify disaster behavioral health service needs of first responders and their families:

Workplan: 1. Obtain a copy of all first responders' disaster response plans 2. Review each plan to see if disaster behavioral health services addressed. 3. Utilize information gathered as background for doing the Behavioral Health Section of the Regional Disaster Preparedness Plan. 4. Add a new related Goal: Establishment of a Regional CISM team

Goal VI: Address disaster behavioral health service needs of disaster/trauma victims:

Workplan: 1. Deliver Nov. 2-6 Mental Health First Aid training for trainers to 12 persons from the RAC region and 12 from the Brazoria County region 2. Encourage community mental health first aid presentations to 360 people in our region in the next 12 months. 3. Distribute Quick Book on Disaster Preparedness for Special Need Populations to the shelter managers of the Region. 4. See Goal II.

Goal VII. Develop a plan for long term disaster behavioral health services needs of disaster/trauma victims:

Workplan: 1. Form a subcommittee to obtain or prepare educational materials on how victims can deal with the anniversary effect or other triggering event that stimulates the emotional re-living of a past disaster/trauma event. 2. See Goal II

Goal VIII: Clarify legal liabilities/vulnerabilities of disaster behavioral health service providers/responders:

Workplan: 1. Research and clarify personal liability exposure/protection related to the operations of a CISM team.

Goal IX: Develop a training plan for the CTRAC region to steadily increase the knowledge and skill level of disaster behavioral health service providers:

Workplan: 1. Provide Nov 2-6 Mental Health First Aid train-the-trainer event for 12 area participants. 2. Develop a behavioral health training event to be delivered in the spring of 2010.

Goal X: Develop a plan and operating guidelines to effectively implement a Family Assistance Center locally, if needed. Objectives to be developed at a later date.

Workplan: 1. Invite behavioral health providers to participate in the spring 2010 RAC disaster preparedness exercise by preparing to stand up a Family Assistance Center. 2. Attempt to have a local training event regarding how to operate a local Family Assistance Center if it is needed. 3. Write objectives for this goal

NEW Goal XI Organize a CT-RAC CISM Team:

Objective 1: Provide individual and group CISM training to increase the number of CISM-trained volunteers in our region.

Objective 2: Research how individual CISM Teams are organized and sanctioned in Texas

Objective 3: Formulate the organizational documents to implement and properly credential a CT-RAC CISM Team

Objective 4: Develop the documentation to form a CISM 501(c)3 that is a subsidiary organization to the CT-RAC

Objective 5: Recruit CISM-trained volunteers to take on the leadership positions needed for a good functioning CISM Team

Objective 6: Provide organizational support for a newly-formed CT-RAC CISM Team until it is capable to be self-sustained.

Objective 7: Develop a mutual aid MOU with the Region 7 CISM Team to increase access to uniquely qualified CISM volunteers to better respond to specific unique incidents.

**IX. Other Announcements, General Discussion, etc.** Wanda Robinson announced that there will be suicide-related CISM training available Jan 20-21, 2010 in our region, but a location from the training has not yet been chosen..

**X. Next Meeting/Adjourn:** The next Committee meeting will be November 12, 2009 at the CTCOG building

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Eldon Tietje, Chair

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Date