

## **EMERGENCY ENVIRONMENTAL CONTROL PLAN CHECKLIST**

The following points must be addressed to create the Emergency Environmental Control Plan (EEC Plan) for your facility.

The CEMP and check should be delivered to:

Palm Beach County Emergency Operations Center  
20 S. Military Trail  
West Palm Beach, FL 33415  
Telephone: (561) 712-6400

1. A check for \$31.25 made out to "**Board of County Commissioners**"
  - All EEC plan submissions will be charged \$31.25 based on one hour at \$31.25 per hour (FL Ch. 27P-20). If the review process requires additional time, you will be contacted and an invoice will be forwarded to your facility.
2. The plan should be submitted in a flat envelope ready to be inserted into your CEMP binder.
3. Be sure to include all core documents:
  - Assisted Living Facility Emergency Environmental Control Plan Worksheet
  - Nursing Home Emergency Environmental Control Plan Worksheet
  - Policies and Procedures (Operation and Maintenance of Generator(s))
  - Floor plan map(s) with area(s) to be protected marked
  - Service Agreements
    - i. Fuel
    - ii. Maintenance (if applicable)
    - iii. Installation (if applicable)
  - Generator worksheet (for each generator)
  - Letter attesting sufficient alternate power source (letter from engineer, Licensed electrical contractor)
  - Copy of ordinance from jurisdiction restricting fuel (if applicable)
  - Documentation verifying approval of planner project from AHCA (SNF ONLY)
  - Implementation timeline (if applicable, and not included in worksheet)

***All contracts must not expire within 60 days of the date submitted.***

### **Helpful Notes:**

1. Be sure that all agreements included with the plan are **signed and current**; e.g. alternate facilities, food, fuel, electrical power, transportation, water, etc.
2. If there are deficiencies with the plan, the plan must be resubmitted to the Local Emergency Management Agency within 10 business days.
3. Within 2 business days of the approval of your plan, written proof must be submitted to the Agency for Health Care Administration.
4. Once approved by your local emergency management office, your facility is responsible for providing a consumer friendly summary of your emergency power plan to the Agency for Health Care Administration.
5. A copy of your plan must be maintained and readily available at the facility's physical location.

### **Websites**

- The AHCA website is a very good source of overall information:  
<http://ahca.myflorida.com/>
- The AHCA Cross-Walks, this form, and other helpful documents are available on our website:  
<http://discover.pbcgov.org/publicsafety/dem/Pages/Healthcare-CEMP.aspx>