Palm Beach County

CEMP Program Workshop

Together, Emergencies Are Managed

January 26, 2016
Four Parts to Today’s Meeting

- Part 1
  - Changes to the Healthcare CEMP Program

- Part 2
  - Updates made easy!
  - Understanding the AHCA Crosswalk

- Part 3
  - New CEMP templates

- Part 4
  - Writing a new CEMP
Objectives

- Learn about changes to the program.
- Understand how to simplify your updates.
- Learn how to write a CEMP.
- Feel more comfortable with the review process.
This Presentation is held to assist you in compliance with:


Florida Statutes: §252.38, §393.067, §395.1055, §400.967, §400.23, §429.929, §429.41
Note:

- Parts 1, 2, and 3 are new.
- Part 4 is a training on writing a new CEMP
- Those not requiring training on writing a new CEMP may depart during the intermission.
- Certificates will be available in the lobby.
Part 1

Changes to the Healthcare CEMP Program
What's New?

- The review fee increased to $62.50 per submission effective 1 October 2015
- New checklists are available online to help you prepare for your submission.
  
  Old-Dated 2011  New- Dated 2015

- Trainings are posted online
- New templates are available to make writing and updating plans less stressful.
So what should I do?

- Check our website prior to preparing your submission.

  http://www.pbcgov.com/dem/sections/operations/health_care.htm

- Changes generally kick in with the fiscal year on 1 October.

- Make use of all the online resources

- Ask Questions. Send emails, make calls.
Things to look forward to

- Digital Submission by June 2017.
  - Ref: PBC DEM Strategic Plan 2016-2020

- Digital submissions will be whole plan vs updated pages.

- New templates are digital submission friendly.

- A transition period will be announced to allow facilities to submit hard copy plans while they prepare for digital submission.
Part 2

Updates made easy!
Understanding the AHCA Crosswalk
Steps to a Simple Update

1. Gather your updates.
2. Visit the Website.
3. Download the Renewal Checklist and the right Crosswalk.
4. Submit fire plan to your local Fire department requesting a fire plan approval letter.
5. Compile updates.
7. Submit payment, crosswalk, updates, vendor agreements administrator’s letter, fire plan approval letter.
Pro Tips:

- Consider updating the Fire plan 3-6 months before your CEMP to avoid delays.
- If your fire plan approval or any contract will expire within 60 days of submission it WILL NOT be accepted.
The Website
The Checklist

HEALTH CARE FACILITY CEMP RENEWAL CHECKLIST

The following points must be addressed to renew the Comprehensive Emergency Management Plan (CEMP) for your facility:

1. A check for $62.50 made out to “Board of County Commissioners”
   a. All plan submissions will be charged $62.50 based on two hours at $31.25 per hour (FL Ch. 277-20). If the review process requires additional time, you will be contacted and an invoice will be forwarded to your facility.
2. All new or updated documentation.
   a. If the updated plan has the same page numbering as the previous year’s plan, only updated pages are required.
   b. If the updated plan does NOT have the same page numbering as the previous year’s plan provide the updated section or tab (i.e. “I Introduction, II Authorities and References, or Fire Plan Tab.”)
   c. Any renewed or recently signed agreements or contracts.
      i. Contracts that have not expired do not require replacement.
      ii. An electronic copy of the plan is recommended. CD’s, and Flash drives are acceptable. This becomes a backup to your documents in case the facility needs to make new copies.
      iii. This may be a full copy, or just the updates.
3. A cover letter which is dated and signed by the facility Administrator or other company representative.
4. The AHCA crosswalk with Specific Location Section and page Column completed for all updated or new items.
   a. Renewals are evaluated solely on your new or updated documentation.
5. A new cover page for the binder indicating the current year and the Facility name.
6. A copy of the current Fire Plan approval letter must be included with the plan and located behind the cover letter in addition to any other pertinent location in the plan.

The Fire Plan approval letter must not expire within 60 days of the date submitted.

Helpful Notes:

1. Use the applicable AHCA crosswalk as a guide for compiling and updating the plan. It must be included with the plan and located behind the Fire Plan approval letter at the front of the plan.
2. Be sure that all agreements included with the plan are current e.g. alternate facilities, food, fuel, electrical power, transportation, water, etc.
3. A completed Generator Information form must be included if the facility uses a generator.
4. A hard copy of your plan can be created at the EOC at a rate of $31.25 per hour, charged separately from your review.
5. A well organized binder using tabs and page breaks is much easier to keep updated year after year.

Websites

- The AHCA website is a very good source of overall information: http://ahca.myflorida.com/
- FEMA Flood Insurance Rate Map: http://msc.fema.gov/webappwks, and click on the map search menu on the top of the page.
- For Palm Beach County surge zone evacuation information, use the following website: http://maps.co.palm-beach.fl.us/evac/
- The AHCA Cross-Walks, this form, and other helpful documents are available on our website: http://www.pbccgov.com/dem/sections/operations/hf%20applicable-health_care.htm
The Crosswalk

- Each facility type has a unique crosswalk
- Crosswalks do not change frequently.

Current year 14/15
The Updates

- Make needed changes to the plan.
  - Document items changed and indicate the location on the crosswalk.
  - Insert updates into your binder by changing pages.
  - Compile a set of replacement pages for review.
  - Ensure plan is numbered sequentially.

- Check contracts and agreements for currency.
  - Replace updated contracts in the binder and document the tab and page in the crosswalk.
  - Compile a set of replacement pages for review.
  - Submit fire plan and approval letter.
Updating the Plan
Using the Crosswalk

- Facilities Complete the field called Specific Location by indicating the Page and item number. P(Page)/(Item Number)

- Items not part of the main document should also have a tab number.
  - Example: The first page of tab two is marked T2/P1
  - This is handy when trying to point to an internal document from within the plan as well.

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### Crosswalk Criteria

<table>
<thead>
<tr>
<th>Crosswalk Criteria</th>
<th>Specific Location (Section &amp; Page)</th>
<th>Actual Location</th>
<th>Meets Criteria (OK or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L. INTRODUCTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Provide basic information concerning the facility to include:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Name of facility, address, telephone number, emergency contact telephone number, pager number if available, and fax number.</td>
<td>P3/1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Owner of facility, address and telephone number. Indicate whether private or corporate ownership, Type of facility and license.</td>
<td>P3/2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Year facility was built, type of construction and date of any subsequent construction.</td>
<td>P3/3</td>
<td></td>
<td></td>
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</table>
Using the Crosswalk

☐ Only complete fields for items that you have changed.
  ☐ You took the time to prepare an efficient update, reap the reward by helping us focus only on your changes.

☐ A properly completed crosswalk speeds up review and reduces the potential for resubmission.

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A Complete Submission

Required

Required if changed
Part 3

New CEMP Templates
New CEMP Templates

- New Microsoft Word forms have been created for each facility type.

Will be available online no later than the next training in April.

http://www.pbcgov.com/dem/sections/operations/health_care.htm
New CEMP Templates

- The templates contain formatting to ensure each section begins on an odd page and each subsection starts on a new page.

- These formatting changes will ensure that the plan can be printed, hole punched and tabbed quickly, with no plan sections sharing a piece of paper.

- The formatting also ensures that when a page or section is replaced it does not impact any other sections.
Features

- Easier updates.
- Page numbers.
- Digital submission ready.
- Each template has text boxes for entry of your criteria.
- A completely filled template will have answered all the AHCA requirements.
Do I Need to Start Over with this Template?

- Eventually yes.
  - If your plan is not in word format and easily edited you should begin migrating now for next plan year.
  - If your plan is already in word format and you are happy with it you can wait for the next plan year.
  - *The new file format will be required for digital submission.*

If your plan is a PDF of photocopies or completely paper, immediately assign someone to begin transcribing the plan an hour or two a week.
New CEMP Templates

- Facilities interested in Beta testing the templates should contact Keith Wall by email Kwall@PBCGOV.org.

- Limit of two facilities per category.
Part 4

Writing a new CEMP
CEMP

- Provides for All-Hazard response.
- Describes how the facility will provide care of clients in an emergency (in-place sheltering and evacuating, or being evacuated to a facility).
- Arrangement of post-disaster priorities including communication with resident families, medical needs, transportation and reporting to State and County.
- Provides a legal basis for actions taken in an emergency.
How to Develop an Effective Emergency Management Plan

- Follow the AHCA Guidance as a plan format, including the use of corresponding labeling.
  - Using the new templates makes this easy.

- AHCA wants the EM copy to be a mirror image (exact copy) document to the one in your facility.

- Answer every issue even if the answer is duplicated from a previous page.

- TYPED plan, with No hand-written notes or corrections will be accepted.
CEMP Organization

The Base Plan –

I. Introduction
II. Authorities and References
III. Hazards Analysis
IV. Concept of Operations
   ▪ Direction and Control
   ▪ Notification
   ▪ Evacuation
   ▪ Re-Entry
   ▪ Sheltering
V. Information, Training and Exercise

Appendices.
Start sections and subsections on new pages.
Should take approximately 20 pages for the base plan.
CEMP
Putting it together

- Plan in a 3-ring binder with name on cover.
- A ‘typed’ letter from the administrator.
- A completed, cross-referenced, AHCA criteria form as supplied by our office.
- Must have a title page, dated with facility name and address.
- Must successfully meet each issue defined by AHCA in the crosswalk.
- Must have pages numbered.
- Must be tabbed.
- May have individual pages inserted into page protectors if you desire. However, you must extend your tabs past the page protectors.
- All updates to a plan must be 3 hole punched.
The plan should be organized into tabs:

- Tab 1: Introduction
- Tab 2: Authorities
- Tab 3: Hazard Analysis
- Tab 4: Concept of Operations
- Tab 5: Information, Training, and Exercises
- Tab 6: Key Disaster Roles
- Tab 7: Agreements and Understandings
- Tab 8: Support Material
- Tab 9: Fire Plan and Approval Letter
- Tab 10: Standard Operating Procedures
Tab 6: Key Disaster Roles

- Roster of employees with disaster related roles.
  - Name, address, phone number of employees with disaster related roles.

- List of companies, agencies or organizations providing emergency support
  - Name, address, phone number.
Tab 7: Agreements and Understandings

- Mutual Aid Agreements
  1. Agreement
  2. Primary Route and Map
  3. Secondary Route and Map

- Vendor Agreements
  - Letters from Vendors
    - Transportation
    - Generator
    - Generator Fuel
    - Food
    - Water
    - Pharmacy
    - Local Police
    - Local Fire
    - Red Cross
Tab 8: Support Material Tab

- Forms and such: Any/All forms used day-to-day or in emergencies referenced in plan

- License
- Organizational Chart
- Hierarchy of Authority
  - (Chain of Command)
- Emergency Menus
- Generator Form
- Evacuation Log
- Floor Plan
- Training Schedule
Tab 9: Fire Plan and Approval Letter

- Facility Fire Plan –
  - The FD Approval Letter.
  - Fire Plan.
Each Position in your Organizational Chart has specific duties to perform during any emergency

“State the operational support roles for all facility staff. (This will be accomplished through Standard Operating Procedures, which must be attached to this plan)"

Operational Roles
- Administrator
- Second in Command
- Staff Roles
Other Plans
(Completely Optional)

- May be individually tabbed for ease of use.
- Other Stand Alone Plans, for example:
  - Terrorism
  - Severe weather
  - Flooding
  - Missing resident
  - Power outages
  - Hazardous Materials
Past History Tab
(Completely Optional)

Past history and lessons learned of hurricanes, or other times your disaster plan was put into use.

- Power Outage?
- Flooding?
- Hurricanes Wilma, Frances, Jean?
- Tropical Storm Isaac?
Storage and Use of Facility CEMP

- Located in Plans Library. (Secure location)
- Old Plans are destroyed.
- Duty Officer may use plan if responding to a disaster at a facility.
Healthcare Facilities and Floods

- Floods are the most common and widespread of all natural disasters outside of fire.

- There is a 26% chance of experiencing a flood during the life of a 30 year mortgage (more than 6 times the likelihood of a fire.)

- 25% of flooding occurs outside areas formally designated as being flood prone (i.e. Special Flood Hazard Areas.)
Evacuation and Flood Map Information

- Evacuation.


- Under the Make a Plan section you can find your evacuation zone.

- Flood Zone Determination System.


- Look up your Flood Zone.
The Flood Zone Page Appears
Type in Your Address Slowly
Your Current and Proposed New Flood Zone Designation

- **Flood Zone X500**
  - Description: X500 represents areas between the limits of the 100-year and 500-year floods, or certain areas subject to 100-year flood with average depths less than 1 foot or where the contributing drainage area is less than 1 square mile, or areas protected by levees from the 100-year flood.

- **Proposed Flood Zone (August 2014): X**
  - Description: X represents areas outside the 500-year flood plain with less than 0.2% annual probability of flooding.

This tool reports the flood zone designations that touch your property. Just because a special flood hazard area involves your property, that does not necessarily mean your structure is located within the flood zone. Please consult the structural location in relation to the FEMA boundary shown in the layer to determine whether or not your structure is located within a SFHA. If you reside in a municipality, you should contact your local Floodplain Administrator.
Questions?

Thank you for your attention!

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