



Palm Beach County Fire Rescue's CEMP/Fire Plan Review Procedure



To have your Comprehensive Emergency Management Plans (CEMP) or Fire Plans reviewed, Palm Beach County Fire Rescue only accepts electronic submissions through the Palm Beach County Division of Emergency Management Online CEMP Portal for the following facility types:

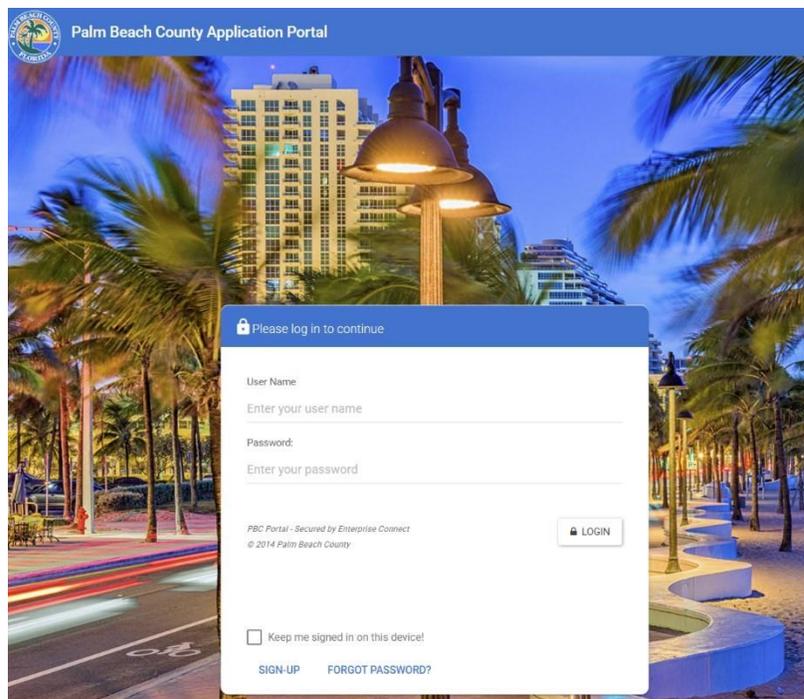
- ❖ Assisted Living Facilities (ALF)
- ❖ Adult Day Care (ADC)
- ❖ Ambulatory Surgical Centers (ASC)
- ❖ Intermediate Care Facilities (ICF)
- ❖ Residential Treatment Centers (RTC)
- ❖ Skilled Nursing Facilities (SNF)
- ❖ Hospitals (Hosp)

Portal Access:

New Users: <https://www.pbcgov.org/ecportal/>

Returning Users: <https://pbc.gov/ex/cemp-portal>

Note: All other facilities must submit their Fire Plan for review by sending a PDF copy to Fire-EmergencyPlans@pbc.gov (Group Homes, Prescribed Pediatric Extended Care Centers, etc.) No other file types will be accepted.



Portal Submission and Review Process

Step 1: Verify Portal Information

Log in to your CEMP Portal account and confirm that all facility and contact information is up to date and accurate. Upload your fire plan under “Copy of the fire safety plan that is approved by the local or county fire department.”

Step 2: Request a Plan Review

After verifying your portal information, send an email to: Fire-EmergencyPlans@pbc.gov with the following information:

- ❖ Facility Name
- ❖ Facility Location
- ❖ Name of Administrator
- ❖ Administrator’s Email Address
- ❖ Administrator’s Direct Phone Number
- ❖ Contact information for any additional personnel involved in the CEMP/Fire Plan submission process

Step 3: Plan Review Process

Palm Beach County Fire Rescue will review your Fire Plan directly within the portal. If revisions are required, you will receive an email from “**Inspector – No Reply**” outlining the necessary corrections. Please check your spam or junk folders regularly, as these emails may be filtered.

Step 4: Resubmission of Approved Plans

All required corrections must be completed directly in the CEMP Portal. Once revisions are complete, email Fire-EmergencyPlans@pbc.gov to notify staff that their plan is ready for re-review.

*****Paper copies, binders, or supplemental submissions will not be accepted*****

Reminder: All facilities not listed above must submit their Fire Plan via email as a PDF attachment only to Fire-EmergencyPlans@pbc.gov. No other submission formats will be accepted. We appreciate your cooperation as we transition to this more efficient, fully digital review process. Should you have any questions, please contact us at Fire-EmergencyPlans@pbc.gov.

Community Risk Reduction Division’s Main Office: 561-616-7030