

HEALTH CARE FACILITY CEMP/EECP SUBMISSION CHECKLIST

The following points must be addressed to submit a Comprehensive Emergency Management Plan (CEMP) or an Emergency Environmental Control Plan (EECP) for your facility.

The plan and payment should be **mailed** to:

Palm Beach County Emergency Operations Center
C/O Healthcare CEMP Program
20 S. Military Trail
West Palm Beach, FL 33415

- Cost for CEMPS: \$62.50
 - All plan submissions will be charged \$62.50 based on two hours at \$31.25 per hour (FL Ch. 27P-20).
 - Cost for EECPs(Power Plans): \$31.25
 - All plan submissions will be charged \$31.25 based on one hour at \$31.25 per hour (FL Ch. 27P-20).
 - Accepted forms of payment are checks or money orders made payable to "**Board of County Commissioners**" or a completed Credit Card Authorization form. Credit card payments must be completed within two business days of request.
1. Submissions must be ready for review
 - a. Clearly label all submissions as full replacement, or updates only.
 - b. Hole-punch new pages.
 - c. Provide a binder for all full replacement plans
 - d. The AHCA crosswalk with all facility input fields completed
 - e. Crosswalks must clearly reflect updated or new material by **highlighting changes in the crosswalk**.
 - f. Provide a cover letter, dated and signed by the facility Administrator or other company representative approving and explaining changes to the plan and items to remove.
 - g. A new cover page for the binder indicating the current year and the Facility name.
 2. Should I send a new plan or updates?
 - Most reviews should consist of a few updated pages of the plan, with updated contracts provided.
 - Full replacement plans should be limited to major overhauls of the plan, or upon request of AHCA or Emergency Management
 3. The facility should retain all originals and have their complete CEMP ready for inspection at all times. Please send copies of your materials.

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

Helpful Notes:

1. Use the applicable crosswalk as a guide for compiling and updating the plan. It must be included with the plan and *located behind the cover letter at the front of the plan.*
2. Be sure that all agreements included with the plan are **current**; i.e. Transportation, Generator Maintenance, Generator Fuel, Food, Water, Pharmacy, Red Cross, FD, and PD
 - Contracts that have not expired do not require replacement.
 - Automatically renewing contracts should be refreshed every three years
3. 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.
 - The electronic copy will not be reviewed.
4. A completed Generator Information Template must be included *if the facility uses a generator AND* the information has *changed.*
5. A well-organized binder using tabs and page breaks is much easier to keep updated year after year.
6. Annual Updates should be done by submitting changed pages, not a whole binder when possible.
7. Plans needing to be checked out should be avoided. Facilities will need to provide prepaid postage to check out a plan.
8. The following tab structure is our recommendation to organize your plan.

Tab 1: Introduction

Tab 2: Authorities

Tab 3: Hazard Analysis

Tab 4: Concept of Operations

A. Direction and Control

B. Notification

C. Evacuation

D. Re-Entry

E. Sheltering

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

Websites

- Template ALF and ADC plans, all crosswalks, and trainings are available on our website at www.readyPBC.com/HCEMP/
- The AHCA website is a very good source of overall information: <http://ahca.myflorida.com/>
- For Palm Beach County evacuation zones, use the following website: http://maps.co.palm-beach.fl.us/cwgis/?app=evacuation_info
- For Palm Beach County flood zone evacuation information, use the following website: <http://maps.co.palm-beach.fl.us/cwgis/?app=floodzones>