

## **HEALTH CARE FACILITY CEMP NEW FACILITY CHECKLIST**

The following points must be addressed to create the Comprehensive Emergency Management Plan (CEMP) 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 \$62.50 made out to "**Board of County Commissioners**"
  - All plan submissions will be charged \$62.50 based on two hours 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 3 ring binder with a title page located on the binder cover that includes the facility name and the year of the plan.
  - Make use of tabs to organize your plan
    - 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
  - Start each Section and Sub-Section on a new page
    - i. I Introduction, II Authorities and References, etc., A,B,C,D
  - 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.
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 items.
  - The AHCA crosswalk is your chance to tell us where you are answering each requirement, take advantage of it.
5. 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 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 **signed and 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.
6. Annual Updates should be done by submitted changed pages, not a whole binder.
7. Plans may be checked out for copying. Any alterations to the plan will incur a review and fee.

## **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/portal> , 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/sams/>
- 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>