

HEALTH CARE FACILITY CEMP RENEWAL CHECKLIST

The following points must be addressed to renew 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**"
 - a. 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. All new or updated documentation.
 - If the updated plan has the same page numbering as the previous year's plan, only updated pages are required.
 - 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.")
 - Any renewed or recently signed agreements or contracts.
 - Contracts that have not expired do not require replacement.
 - 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.
 - 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**.
 - 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 AND the information has changed.*
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.

Use the following tab structure 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

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>