



**Department of Public Safety  
Division of Emergency Management**

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Official Electronic Letterhead

February 1, 2023

Dear Facility Administrators,

Palm Beach County Division of Emergency Management (PBCDEM) looks forward to supporting our healthcare community with enthusiastic and prompt service. As part of our goals to streamline the process we wish to share some information.

Facilities are responsible for making complete, timely, and accurate submissions. We advise all facilities to visit our website [www.ReadyPBC.com/HCEMP](http://www.ReadyPBC.com/HCEMP) and review all published policies and guidance for requesting a CEMP review to include our new trainings on how to write a successful CEMP one section at a time. It is the responsibility of the facility to ensure the plan meets applicable AHCA standards and is suitable for review by PBCDEM.

**Starting February 1<sup>st</sup>, 2023 Healthcare Plan Submissions (Comprehensive Emergency Management Plans/Emergency Environmental Control Plans) will be accepted in person.** Facilities may come between the hours of 9AM to 3PM on business days to submit their CEMPs and EECPs. The last intake of each day will take place at 2:45PM.

Facilities may schedule in person meetings to discuss review results or seek clarification on criteria. No walk in meetings or appointments will be available.

**Plans deemed unsuitable for review will be rejected without further action by PBCDEM. PBCDEM has no duty to return or retain materials submitted without payment.**

Reasons for plans to be rejected without review include but are not limited to:

- The facility has failed to provide a complete crosswalk with all fields completed, or has submitted a crosswalk dated prior to 2021.
- Plan is missing required organization such as a binder, tabs, or page numbers, or lacks a cover letter explaining changes
- Plan update cannot be merged into existing plan due to mismatched page numbers, contents not aligning, or update removes required content.
- The facility submitted a review without payment.
- The facility license type is not reviewed by PBCDEM. Please contact the appropriate regulatory authority for further assistance.
- The submission does not clearly identify the facility name and license, address a name change, or adequately differentiate between similarly named facilities.



### Helpful Notes:

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 the plan and explaining changes or 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 and EECPP ready for inspection at all times. Please send copies of your materials.

If there are any questions after reviewing our guidance online at [www.ReadyPBC.com/HCEMP](http://www.ReadyPBC.com/HCEMP), please do not hesitate to contact our office.

Regards,

Keith Wall, MPA, CEM, MPCP  
Senior Planner