

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.

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/webapp/wcs>, 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://www.pbcgov.com/dem/sections/operations/hif%20applicable.ealth_care.htm