
Health Care Comprehensive Emergency Management Plan (CEMP)



Hillsborough
County Florida

Most Common Mistakes

1. AHCA Planning Criteria missing page numbers or completely missing.
2. Fire Safety Plan approval letter or report not included in submission.
3. FLHEALTH STAT Resource registration page missing.
4. No cover page with name, address, license #, licensed beds, emergency contact info, and email addresses no matter how large or small facility.
5. Outdated facility or county contact information.
6. Having incorrect facility name listed throughout the entire plan (*particularly for facilities with multiple locations*).
7. Not reviewing facility plan if written by a consultant. Plans have been received that have been copied and pasted with only a facility name change.
8. Not updating the emergency power section with any new information from the Emergency Power Plan submitted. Many facilities still say “no emergency power” or similar descriptions.
9. Legislation, statutes, rules, administrative codes are missing or incorrect.
10. Not knowing the number of miles the facility is located from a railroad or major transportation artery
To identify how close your facility is to a **railroad or major transportation artery**, go to:
<https://www.csx.com/index.cfm/customers/maps/csx-system-map/> and type your address
11. Water and food information is missing.
12. Evacuation Agreements are missing or do not provide concise procedures.
13. Transportation agreements missing.
14. Outdated Agreements.
15. Shelter in Place plans.
16. Expired information from any documents over a year old.
17. Procedures are missing or unclear.

Health Care Comprehensive Emergency Management Plan (CEMP)



Hillsborough
County Florida

Best Practices

1. Ensure the correct AHCA planning criteria forms are included and used as a crosswalk when creating and updating your CEMP. Include the Planning Criteria in front of your plan and confirm that all page numbers are noted next to each criteria.
2. Include the Fire Safety Plan Approval from the Fire Marshal. Make sure you include the Fire Safety approval letter from your local Fire Marshal. Hillsborough County Fire Marshal will provide you a letter and City of Tampa Fire Marshal will stamp your plan. **Note: a *fire inspection* is different than the *fire safety plan approval*.**
3. Include proof of FLHEALTH STAT registration. Hillsborough County will accept many forms of this registration; a screenshot of your login information, a screenshot once you are logged in, or the email confirmation that you have registered.
4. Always provide a cover page with name, address, license #, licensed beds, emergency contact info, and email addresses.
5. The correct Evacuation Zones and Flood Zone information for your facility must be provided. Flood zones are different from Evacuation zones. Evacuation zones are based on storm surge.
 - To identify your current Evacuation Zone, go to: <https://maps.hillsboroughcounty.org/HEAT/HEAT.html> and type your facility address
 - To identify your current Flood Zone, go to: [http://hcflgov.net/en/residents/property-owners-and-renters/homeowners-and-neighborhoods/find-my-flood-zone#/#/](http://hcflgov.net/en/residents/property-owners-and-renters/homeowners-and-neighborhoods/find-my-flood-zone#/) and type your facility address
6. Authorities and reference section must include the correct Legislation information, accurate statute numbers, rules, and proper administrative codes. Reference materials must be current and correct titles of tools used to create the CEMP.
7. Water and food quantities on site must be included in your plan. 3 gallons of water per person per day for 7 days is suggested, 3 is required. One must be potable (drinkable) water. The quantity must be documented in your plan. This number must be enough for all your residents and employees must be taken into consideration.
8. Evacuation Agreements. If you are in an evacuation zone, you must have an agreement with a facility in a non-evacuation zone for evacuation. If you are in a non-evacuation zone, you can have an agreement with anyone.
9. Transportation. You must address how you are going to transport your residents and have signed agreements with other like facilities and transportation agreements
10. Outdated Agreements. The statute defines the agreements as, current signed agreement. Even if your agreement is for five years, you should have the agreement reviewed (dated and initialed) annually.
11. Ensure there are Shelter in Place plans.
12. Expired information from any documents over a year old.
13. 'State the procedures' means that each action item should provide clear procedures. What steps must be taken to accomplish the action item?



Authorities and References Sample

The Administrator of Storm's Sigh Nursing Home has/does not have the authority to make all decisions to support the goals of our emergency plan.

This Florida nursing home utilizes these federal and state laws and rules in developing our plan:

- Chapter 400.23 (2)(g), Florida Statutes
- Chapter 59A-4, Florida Administrative Code
- 42CFR 483.70(b)(1)-(2); (h)
- 42CFR 483.75 (l)(3); (m); (m)(2)

Other reference material includes:

- Agency for Health Care Administration's Emergency Management Planning Criteria for Nursing Homes
- County All Hazard Guide
- Florida Division of Emergency Management, <http://www.floridadisaster.org>
- Florida Health Care Association's Emergency Management Guide for Nursing Homes