2017
EMERGENCY POWER PLAN
(EPP)
CRITERIA FOR ASSISTED LIVING FACILITIES

Revised: October 19, 2017

Addendum to:
Healthcare Facility Comprehensive Emergency Management Plan (CEMP)

Hillsborough County Office of Emergency Management
9450 East Columbus Drive
Tampa, Florida 33619
Phone: (813) 236-3800
Email: HealthcareCEMP@HCFLGov.net
Website: hcflgov.net/healthcarecemp
On September 16, 2017, Governor Rick Scott directed Florida Agency for Health Care Administration (AHCA) Secretary Justin Senior and Florida Department of Elder Affairs Secretary Jeffrey Bragg to issue emergency rules to keep Floridians safe in healthcare facilities during emergencies. Pursuant to the emergency action, within 60 days (from the date of the Governor’s issuance of the new rule), all assisted living facilities and nursing homes must obtain ample resources, including a generator and the appropriate amount of fuel to sustain operations and maintain comfortable temperatures for at least 96 hours following a power outage. This is based on standards already in place at all hospitals in Florida. Facilities are required to submit their proof of compliance with the Governor’s rule to the Local Emergency Management Agency for review and approval.

A. GENERAL INFORMATION

Use this form to create your plan. It outlines all Emergency Power Plan (EPP) submittal requirements and must be attached to your Comprehensive Emergency Management Plan (CEMP) EPP addendum submittal. It can be used as a cross-reference to your plan, by listing the page number and paragraph where the criteria are located in your plan in the column to the right of each requirement. This will ensure accurate review of your facility’s plan by Hillsborough County Office of Emergency Management. Note: Some of the criteria references require action on behalf of the State or Local Government, the criteria is only listed for reference. No action is required by your facility; the applicable agency name is listed if you have specific questions.

- For questions related to your plan submittal, please call the Hillsborough County Fire Rescue Office of Emergency Management at (813) 236-3800 or email HealthcareCEMP@HCFLGov.net
- If you have already submitted your Healthcare Facility Comprehensive Emergency Management Plan (CEMP) for review and approval, you are not required to resubmit your entire plan. Please submit your Emergency Power Plan (EPP) as an addendum through the County Website – hcflgov.net/healthcarecemp

UPLOAD CEMP PLAN AND PLANNING CRITERIA
Note: Plans submitted to the County Office of Emergency Management are at various stages of review and approval by staff.

- If your CEMP is not due for annual review and approval before the October 31st EPP submittal deadline and your CEMP is not ready for submittal, please submit your EPP addendum to the Office of Emergency Management (hcflgov.net/healthcarecempp) and submit your CEMP on your regularly scheduled timeline.

- Determine which jurisdiction your facility is located in- Hillsborough County, City of Tampa, City of Temple Terrace or City of Plant City. You will need to ensure you comply with your jurisdictions permitting and fuel storage requirements for your generator installation.

### Permitting Departments

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<thead>
<tr>
<th>Jurisdiction</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Hillsborough County</td>
<td>813-272-5900</td>
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<tr>
<td>City of Tampa</td>
<td>813-274-3100</td>
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<td></td>
<td><a href="https://aca.tampagov.net/CitizenAccess">https://aca.tampagov.net/CitizenAccess</a></td>
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<tr>
<td>City of Temple Terrace</td>
<td>813-506-6470</td>
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<td><a href="http://www.templeterrace.com/273/Permitting-Services">http://www.templeterrace.com/273/Permitting-Services</a></td>
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<tr>
<td>City of Plant City</td>
<td>813-659-4200</td>
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<tr>
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<td><a href="http://www.plantcitygov.com/332/Building-Division">http://www.plantcitygov.com/332/Building-Division</a></td>
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- FOR DIESEL FUEL STORAGE ONLY: If your storage tank exceeds 550 gallons of diesel fuel, the system must be registered with the Hillsborough County Environmental Protection Commission (EPC). It is recommended that your design plans be coordinated with them prior to construction. For questions, contact the Environmental Protection Commission (EPC) at: 813-627-2600/[http://www.epchc.org](http://www.epchc.org).

- If additional information is requested regarding permitting requirements, you can request a pre-applicant briefing with the development services department.

- The jurisdictions are willing to expedite review processes for healthcare facilities to assist with the implementation timeline challenges.
Once EPP is approved, your permit is approved and your generator is installed, you will need to contact your jurisdiction Fire Department for inspection.

### B. PURPOSE OF SUBMISSION

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<tr>
<th>Description</th>
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<tr>
<td>First plan submittal plus EPP addendum</td>
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<tr>
<td>Resubmittal of plan plus EPP addendum</td>
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<tr>
<td>EPP addendum submittal only</td>
</tr>
<tr>
<td>Resubmittal of EPP addendum only</td>
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</table>
C. FACILITY INFORMATION

- Name of facility, address, telephone number, emergency contact telephone number, pager number (if available), fax number, type of facility, and license.

- Owner of facility, address, telephone (private or corporate ownership).

- Year facility was built, type of construction and date of any subsequent construction.

- Name of Administrator, address, work/home telephone number, and the work/home telephone number of his/her alternate.

- Name, address, work and home telephone number of person implementing the provisions of this plan, if different from the Administrator.

- Name, work and home telephone number of person(s) who developed this plan.

- Provide an organizational chart, identifying phone numbers, with key management positions identified.

- Provide an introduction to the Plan which describes its purpose, time of implementation, and the desired outcome that will be achieved through the planning process. Also provide any other information concerning the facility that has bearing on the implementation of this plan.
## D. EMERGENCY POWER PLAN CRITERIA

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria Requirement</th>
<th>Page Number</th>
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<tbody>
<tr>
<td>1</td>
<td>Submit your facility detailed emergency power plan by October 31(^{st}), 2017 to the Department of Elder Affairs and the Hillsborough County Office of Emergency Management at- <a href="mailto:ALFEMP@elderaffairs.org">ALFEMP@elderaffairs.org</a>, <a href="http://hcflgov.net/healthcarecemp">hcflgov.net/healthcarecemp</a> and the Agency for Health Care Administration (AHCA) at <a href="mailto:NH_Emergencyrule@ahca.myflorida.com">NH_Emergencyrule@ahca.myflorida.com</a> inclusive of an Engineer’s Certification with the criteria listed below (1a, 1b and 1c can be satisfied by one certification signed and sealed by a Florida registered professional engineer):</td>
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(Criteria Reference-Assisted living facilities shall, within forty-five (45) days of the effective date of this emergency rule provide, in writing to the Dept. of Elder Affairs at ALFEMP@elderaffairs.org and to the local emergency management agency for review and approval, a detailed plan which includes the following criteria):

(a) Submit Engineer’s Certification attesting to the **intended** acquisition of a generator or sufficient generators to ensure that the current licensees of the facility will be equipped to ensure ambient temperatures will be maintained at 80 degrees Fahrenheit for a minimum of ninety-six (96) hours in the event of the loss of electrical power

(Criteria Reference-The acquisition of a sufficient generator or sufficient generators to ensure that the current licensees of assisted living facility will be equipped to ensure ambient temperatures will be maintained at 80 degrees or less for a period of a minimum of ninety-six hours in the event of the loss of electrical power.)

(b) Submit Engineer’s Certification attesting to the **intended** acquisition of sufficient fuel to ensure that in an emergency situation the generators can function to maintain ambient temperatures at 80 degrees Fahrenheit or less for a period of a minimum of ninety-six (96) hours in the event of the loss of electrical power.

(Criteria Reference-The acquisition and safe maintenance of sufficient fuel to ensure that in an emergency situation the generators can function to maintain ambient temperatures at 80 degrees or less for a period of a minimum of ninety-six (96) hours)
**2017 EMERGENCY POWER PLAN (EPP)**
**PLANNING CRITERIA FOR ASSISTED LIVING FACILITIES**

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| (c ) | Submit Engineer’s Certification attesting to the intended acquisition of services necessary to install, maintain and test the equipment and its functions to ensure the safe and sufficient operation of the generator system installed in the assisted living facility.  
(Criteria Reference-The acquisition of services necessary to install, maintain and test the equipment and its functions to ensure the safe and sufficient operation of the generator system installed in the assisted living facility) |
| 2 | Provide proof of the implementation of the plan by **November 16, 2017**.  
(Criteria Reference- Each assisted living facility shall, within sixty (60) days of the effective date of this rule, have implemented the plan required under this rule.) |
| 3 | Report denial of the initial plan submittal to the Florida Division of Emergency Management ([Brian.Richardson@em.myflorida.com](mailto:Brian.Richardson@em.myflorida.com)) and the facility within forty-eight (48) hours of the date of denial.  
(Criteria Reference- If the facility’s initial submission of the plan is denied, then the local emergency management agency shall report the denial to the Florida Division of Emergency Management and the facility within forty-eight (48) hours of the date of denial.) |
| 4 | Provide resubmittal of plan within 10 business days of a denial.  
(Criteria Reference-Within ten (10) business days of the date of the local county emergency management agency’s notice of denial, the facility shall resubmit their plan.) |
| 5 | Post approved CEMP (inclusive of the Emergency Power Plan attachment) submittal to the County Website by **November 13th, 2017.**  
*Note:* The plan posted on the website will not include the Facility Emergency Evacuation Plan element.  
(Criteria Reference- The county shall post all approved facility emergency management plans to their website within (10) days of the plan’s approval.) |

Addendum to Healthcare Comprehensive Emergency Management Plan (CEMP)
<table>
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<tr>
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<th>Planning Criteria for Assisted Living Facilities</th>
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| **6** | Submit proof of approval in writing from local emergency management within forty-eight (48) hours of approval to the Agency for Healthcare Administration (AHCA) and the Department of Elder Affairs.  
**ALFEMP@elderaffairs.org**  
**NH_Emergencyrule@ahca.myflorida.com**  
(Criteria Reference- Within forty-eight (48) hours of approval of the plan from the local emergency management agency, the facility shall submit in writing proof of approval to the Agency for Healthcare Administration and the Department of Elder Affairs) |
| **7** | Conduct inspections to ensure compliance within 15 days of installation.  
(Criteria Reference- The State Fire Marshall shall conduct inspections to ensure compliance with this rule within fifteen (15) days of installation.) |
| **8** | Provide proof of the implementation of written policies and procedures to ensure that the facility can effectively and immediately activate, operate and maintain the generators and alternate fuel required for the operation of the generators.  
(Criteria Reference- Each assisted living facility shall develop and implement written policies and procedures to ensure that the facility can effectively and immediately activate, operate and maintain the generators and alternate fuel required for the operation of the generators.) |
| **9** | Implement revocation of the Assisted Living Facility’s license for failure to comply with this new rule.  
(Criteria Reference- The Agency for Healthcare Administration may revoke the Assisted Living Facility’s license for failure to comply with this new rule.) |
| **10** | Enforce $1000 per day fine if the facility is in violation of this new rule.  
(Criteria Reference- In addition to other remedies provided by law, violation of this new rule shall result in a fine or sanction as provided in Section 429.19. F.S. of $1,000 per day.) |