

**INSTRUCTIONS FOR
SUBMITTING COMPREHENSIVE EMERGENCY MANAGEMENT PLANS
FOR RESIDENTIAL HEALTHCARE FACILITIES**

1. Facilities will be responsible for submitting a complete copy of their Comprehensive Emergency Management Plan (CEMP) annually to Volusia County Emergency Management.
2. The CEMP is to be submitted to: Volusia County Emergency Management Division (49 Keyton Drive, Daytona Beach, Florida 32124).
3. Facilities are responsible for submitting their CEMP 45-60 days prior to the expiration date of their current approval certificate.
4. The criteria, as developed by the State Agency for Health Care Administration (AHCA), must be completed and attached to the plan. Indicate specifically on the criteria form where each item can be located in the plan (example: page 2(a)(1) versus page 2). The criteria can be downloaded from Emergency Management's website (<http://volusia.org/emergency/comp.htm>) and select appropriate facility type).
5. Ensure pages are numbered correctly and references to attachments/exhibits are correctly identified.
6. Clearly identify where changes have been made in the plan (yellow highlighter, italicizing, sticky arrows, etc.).
7. Ensure procedures are detailed and clearly stated.
8. Ensure SOP (standard operating procedures) describes what each staff member would do when the facility would either evacuate to another facility or receives residents from another facility.
9. Ensure updates are provided in the following areas:
 - Personnel/staff changes
 - AHCA license
 - Agreements (host/receiving, transportation providers, vendors, etc.) - updated/signed annually
 - Facility (license capacity, ownership, name addition/modification to facility)
 - Telephone numbers
 - Approval letter from the fire department for fire safety plan
 - History and lessons learned for the past 12 months

Agreements need to include at a minimum:

- Names and addresses of both parties (include telephone/fax numbers for quick reference)
- Description of service to be provided
- Maximum number of residents and staff/family members that would be accommodated
- Date and signature of both parties
- Agreements are to be current within the past 12 months or updated from the last submission of the plan, whichever is the most current.
- Sheltering/transportation agreements must indicate the number of residents/staff to be sheltered or transported. Facilities must secure adequate shelter/transportation for their licensed capacity.

Instructions (Cont'd)

10. Ensure the following are provided:

- **Provide** 2 drills within the past 12 months (one drill must be exercising all or a portion of your disaster plan)
- **Provide** a training schedule for all employees (submit a calendar or training schedule regarding their emergency roles before, during and after a disaster)
- **Provide** a schedule for exercising all or portion of the disaster plan on an annual basis (submit a calendar or schedule showing when the exercises are planned). Drills should match when exercises are scheduled.
- **Provide** information that was stipulated as a result of your previous disaster review (if applicable).

For reviewing and updating your plan, we recommend facilities review the document titled **“Development/Review of Comprehensive Emergency Management Plan for Assisted Living & Nursing Homes Facilities (Revised 08/22/06)”** for further details, guidelines and illustrations. This document can be found on our website at (<http://volusia.org/emergency/cemp.htm>) under the Assisted Living and Nursing Home categories.