**Instructions: Facility shall ONLY fill out all fields labeled Facility Input. Criteria location should be as specific as possible to include tab, page number, and line found.**

## REVIEW YEAR: FACILITY/ADDRESS:

|  |  |
| --- | --- |
|  Choose plan year  |  Click here to enter the facility name Click here to enter the facility address Click here to enter a follow up contact  |

##### REVIEW: ☐ Initial Review ☐ First Revision ☐ Second Revision

**Legend:**  A “N” in the “Meets Criteria” (right hand) column is an indication that **action is needed** for that question. An “Ok” indicates an item passes but needs improvement. Emergency Management comments are below the criteria. Items marked “Y” are approved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Crosswalk Criteria** | **Specific Location (Section & Page)** | **Actual Location (DEM Use Only)** | **Meets Criteria** |
| **I. INTRODUCTION** |
| **A.    Provide basic information concerning the facility to include:** |
| 1 | Name of facility, address, telephone number, emergency contact telephone number, pager number if available, and fax number. | Facility Input |   |   |
| For DEM use only |
| 2 | Owner of facility, address, and telephone number. Indicate whether private or corporate ownership. Type of facility and license. | Facility Input |   |   |
| For DEM use only |
| 3 | Year facility was built, type of construction and date of any subsequent construction. | Facility Input |   |   |
| For DEM use only |
| 4 | Name, address, work and home telephone number, of the Administrator. Name, address, work and home telephone number, of the Alternate Administrator. | Facility Input |   |   |
| For DEM use only |
| 5 | Name, address, work and home telephone number of person(s) implementing the provisions of this plan, if different from the administrator. | Facility Input |   |   |
| For DEM use only |
| 6 | Name and work and home telephone number of person(s) who developed this plan. | Facility Input |   |   |
| For DEM use only |
| 7 | Provide an organizational chart, including phone numbers, with key management positions identified. | Facility Input |   |   |
| For DEM use only |
| **B.** | 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 any bearing on the implementation of this plan. | Facility Input |   |   |
| For DEM use only |
| **II. AUTHORITIES AND REFERENCES** |
| 1 | Identify the legal basis for plan development and implementation to include statutes, rules and local ordinances, etc. | Facility Input |   |   |
| For DEM use only |
| 2 | Identify reference materials used in the development of the Plan. | Facility Input |   |   |
| For DEM use only |
| 3 | Identify the hierarchy of authority in place during emergencies. Provide an organization chart, required if different from the previous required chart. | Facility Input |   |   |
| For DEM use only |
| **III. HAZARD ANALYSIS** |
| **A.** | Describe the potential hazards that the facility is vulnerable to such as hurricanes, tornadoes, interruption of municipal water supply, flooding, acts of terrorism, fires, hazardous materials incidences from fixed facilities or transportation accidents, proximity to a nuclear power plant, power outages during severe cold or hot weather, etc. *(Note- Must indicate past history and lessons learned)* | Facility Input |   |   |
| For DEM use only |
| **B.     Provide site specific information concerning the facility to include:** |
| 1 | Licensed capacity | Facility Input |   |   |
| For DEM use only |
| 2 | Maximum number of staff on site. | Facility Input |   |   |
| For DEM use only |
| 3 | Type of participants served by the facility: |
|   | a. | Participants with dementia | Facility Input |   |   |
|   | b. | Patients requiring special equipment or special care, such as oxygen or dialysis. | Facility Input |   |   |
|   | c. | Participants who are non-ambulatory. | Facility Input |   |   |
|   | d. | Participants who require assistance.  | Facility Input |   |   |
|   | e. | Participants who do not require assistance. | Facility Input |   |   |
|   | f. | Other - list types.  | Facility Input |   |   |
| For DEM use only |
| 4 | Identification of the **hurricane evacuation zone** the facility is located in. *(Note- Zone only, no map. Reference www.readyPBC.com)* | Facility Input |   |   |
| For DEM use only |
| 5 | Identification of which **flood zone** the facility is located in as identified on a Flood Insurance Rate Map. *(Note- Zone only, no map. Reference www.readyPBC.com)* | Facility Input |   |   |
| For DEM use only |
| 6 | Proximity of the facility to a railroad or major transportation artery. *(Note- Indicate a straight line distance to first major road/highway/railway in all four cardinal directions. No maps are requested)* | Facility Input |   |   |
| For DEM use only |
| 7 | Identify if facility is located within the 10-mile or 50-mile Emergency Planning Zone (EPZ) of a nuclear power plant. | Facility Input |   |   |
| For DEM use only |
| **IV. CONCEPT OF OPERATIONS** |
| This section of the plan defines the policies, procedures, responsibilities and actions that the facility will take before, during and after any emergency situation. At a minimum, the facility plan needs to address: direction and control, notification, and evacuation. |
| **A.    Direction and Control** |
| Define the management function for emergency operations. Direction and control provide a basis for decision-making and identifies who has the authority to make decisions for the facility. |
| 1 | Identify by name and title who is in charge during an emergency and one alternate, should that person be unable to fill that capacity. | Facility Input |   |   |
| For DEM use only |
| 2 | Identify the chain of command to ensure continuous leadership and authority in key positions. | Facility Input |   |   |
| For DEM use only |
| 3 | State the procedures to ensure timely activation and staffing of the facility in emergency functions. What are the provisions for emergency workers’ families? | Facility Input |   |   |
| For DEM use only |
| 4 | State the operational and support roles for all facility staff. (This will be accomplished through the development of Standard Operating Procedures, which must be attached to this plan) | Facility Input |   |   |
| For DEM use only |
| 5 | State the procedures to ensure the following needs are supplied |
|   | a. | Emergency power: electric, natural gas and/or diesel? If natural gas, identify alternate means should loss of power occur, which would affect the natural gas system. What is the capacity of any emergency fuel system? *(Complete and include the Generator Information form)* | Facility Input |   |   |
| For DEM use only |
|   | b. | Transportation. | Facility Input |   |   |
| For DEM use only |
|   | c. | Food and water.  | Facility Input |   |   |
| For DEM use only |
|   | d. | Oxygen, if required for participants.  | Facility Input |   |   |
| For DEM use only |
| **B.**  **Notification** |
| Procedures must be in place for the facility to receive timely information on impending threats and the alerting of facility decision makers, staff and participants of potential emergency conditions. |
| 1 | Define how the facility will receive warnings, to include off hours and weekends/holidays. | Facility Input |   |   |
| For DEM use only |
| 2 | Define how key staff will be alerted. | Facility Input |   |   |
| For DEM use only |
| 3 | Define the procedures and policy for reporting to work for key workers. | Facility Input |   |   |
| For DEM use only |
| 4 | Describe how participants will be alerted and the precautionary measures that will be taken. | Facility Input |   |   |
| For DEM use only |
| 5 | Identify alternative means of notification should the primary system fail. | Facility Input |   |   |
| For DEM use only |
| 6 | Identify procedures for notifying those facilities (for which mutual aid agreements are in place) to which facility participants will be evacuated. | Facility Input |   |   |
| For DEM use only |
| 7 | Identify procedures for notifying families of participants that the facility is being evacuated or closed. | Facility Input |   |   |
| For DEM use only |
| **C.    Evacuation** |
| Describe the policies, roles, responsibilities and procedures for the evacuation of participants from the facility. |
| 1 | Identify the staff position responsible for determining if and when evacuation is required. | Facility Input |   |   |
| For DEM use only |
| 2 | Identify the staff position responsible for implementing the facility and evacuation procedures.  | Facility Input |   |   |
| For DEM use only |
| 3 | Identify all arrangements made through mutual aid agreements, memorandums of understandings that will be used to evacuate participants. *(Note- Copies of the agreements must be updated annually and attached as appendices)* | Facility Input |   |   |
| For DEM use only |
| 4 | Describe transportation arrangements for logistical support to ensure essential records, medications, treatments, and medical equipment remain with the participant at all times. | Facility Input |   |   |
| For DEM use only |
| 5 | Identify the pre-determined locations to which participants will be evacuated. | Facility Input |   |   |
| For DEM use only |
| 6 | Provide a copy of any mutual aid agreement that has been entered into with a facility to receive participants. *(Note-Copies of the agreements must be attached as appendices)* | Facility Input |   |   |
| For DEM use only |
| 7 | Identify primary evacuation routes that will be used, **including secondary routes** if the primary route would be impassable. *(Note- Use online directions for easy printing and attach both to agreement)* | Facility Input |   |   |
| For DEM use only |
| 8 | Specify the amount of time it will take to successfully evacuate all participants to the receiving facility. *In hurricane evacuations, all movement should be completed before the arrival of tropical storm winds-39 mph winds. (Note –* ***Acknowledge that you will be evacuated before 39 mph winds begin****)* | Facility Input |  |  |
| For DEM use only |
| 9 | Describe the procedures **to ensure** that the facility's staff will accompany evacuating participants.  | Facility Input |   |   |
| For DEM use only |
| 10 | Identify procedures that will be used to keep track of participants once they have been evacuated. *(Note- Must include a log system)* | Facility Input |   |   |
| For DEM use only |
| 11 | Establish procedures for responding to family inquiries about participants who have been evacuated. | Facility Input |   |   |
| For DEM use only |
| 12 | Establish procedures for ensuring all participants are accounted for **and are out of the facility.** | Facility Input |   |   |
| For DEM use only |
| 13 | Specify at what point the mutual aid agreements, *including transportation,* and the notification of alternate facilities will begin. | Facility Input |   |   |
| For DEM use only |
| **D.     Re-Entry**  |
| Once a facility has been evacuated, procedures need to be in place for allowing participants to re-enter the facility. |
| 1 | Identify who is the responsible person(s) for authorizing re-entry to occur. *(Note- DEM will not authorize re-entry into the facility)* | Facility Input |   |   |
| For DEM use only |
| 2 | Identify procedures for inspection of the facility to ensure it is structurally sound. | Facility Input |   |   |
| For DEM use only |
| **V. INFORMATION, TRAINING AND EXERCISES** |
| This section shall identify the procedures for increasing employee and participant awareness of possible emergency situations and providing training on their emergency roles before, during and after disaster. |
| 1 | Identify how key workers will be instructed in their emergency roles during non-emergency times. | Facility Input |   |   |
| For DEM use only |
| 2 | Identify a training schedule for all employees and identify the provider of the training. *(Note- Examples include meetings, classes, in-services)* | Facility Input |   |   |
| For DEM use only |
| 3 | Identify the provisions for training new employees regarding their disaster related roles. | Facility Input |   |   |
| For DEM use only |
| 4 | Identify a schedule for exercising all or portions of the disaster plan on an annual basis. *(Note – Include hurricanes, fires, evacuation, and all other hazards)* | Facility Input |  |  |
| For DEM use only |
| 5 | Establish procedures for correcting deficiencies noted during training exercises. *(Note – Focus on plan deficiencies)* | Facility Input |   |   |
| For DEM use only |
| 6 | Describe a method by which family members of participants will be made aware of the facility’s plan prior to a disaster.  | Facility Input |   |   |
| For DEM use only |
| **VI**. **APPENDICES** |
| The following information is required, yet placement in an annex is optional, if the material is included in the body of the plan. |
| **A.    Roster of employees and companies with key disaster related roles.** |
| 1 | List the names, addresses, and telephone numbers of all staff. | Facility Input |   |   |
| For DEM use only |
| 2 | List the name of the company, agency, or organization contact person, telephone number and addresses of emergency service providers such as transportation, emergency power, fuel, water, police, fire, Red Cross, etc. | Facility Input |   |   |
| For DEM use only |
| **B.     Agreements and Understandings** |
| 1 | Provide copies of any mutual aid agreement, memorandums of agreement or any other understandings entered into pursuant to the fulfillment of this plan. This is to include reciprocal host facility agreements, transportation agreements, current vendor agreements or any other agreement needed to ensure operational integrity of this plan. *(Note- Must not expire within 60 days of submission)* | Facility Input |   |   |
| For DEM use only |
| **Contracts and Agreements Table** |
| Use this table to list and track the expiration of facility agreements. For additional agreements please attach a separate page listing all agreements |
| Name of Company | Purpose (MOA, Fuel, Food, etc.) | Date Signed | Expiration Date |  |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| Company Name | Purpose of agreement | Click to enter a date. | Click to enter a date. |   |
| For DEM use only |
| **C.    Evacuation Route Maps** |
| 1 | Maps of the **primary and secondary evacuation routes** and a description of how to travel to a receiving facility for drivers of each route. | Facility Input |   |   |
| For DEM use only |
| **D.    Support Material** |
| 1 | Any additional material needed to support the information provided in the plan. | Facility Input |   |   |
| For DEM use only |
| 2 | Fire Plan and annual approval letter |
|   | a. | A copy of the fire safety plan that is approved by the local or county fire department. | Facility Input |   |   |
|   | b. | A letter approving the facility’s fire safety plan. ***(Note -Annual Approval)*** | Facility Input |   |   |
| For DEM use only |
| **E.     Standard Operating Procedures** | Facility Input |  |  |
| For DEM use only |