**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 of **Administrator,** address, work/home telephone and name/number of his/her **alternate**. | Facility Input |   |   |
| For DEM use only |
| 5 | Name, address, work and home telephone number of the person 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 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, 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 | Number of facility beds, maximum number of clients on site, average number of clients on site. | Facility Input |   |   |
| For DEM use only |
| 2 | Type of residents/patients served by the facility to include but not limited to: |
|   | a. | Patients with Alzheimer’s Disease. | Facility Input |   |   |
|   | b. | Patients requiring special equipment or other special care, such as oxygen or dialysis. | Facility Input |   |   |
|   | c. | Number of patients who are self-sufficient. | Facility Input |   |   |
| For DEM use only |
| 3 | 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 |
| 4 | 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 |
| 5 | 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 |
| 6 | Identify if the 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, evacuation, and sheltering**.** |
| **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 serve in 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 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. | Food, water and sleeping arrangements. *(Note– Minimum 3 days,* ***AHCA recommends 7 days****)* | Facility Input |   |   |
| For DEM use only |
|   | b. | 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 |
|   | c. | Transportation. | Facility Input |   |   |
| For DEM use only |
|   | d. | 72-hour supply of all essential supplies. | Facility Input |   |   |
| For DEM use only |
| 6 | Provisions for providing 24-hour staffing on a continuous basis until the emergency has abated. | 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 residents 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 | Identify the facility 24-hour contact telephone number, if different than the telephone number listed in the Introduction. | Facility Input |   |   |
| For DEM use only |
| 3 | Define how key staff will be alerted. | Facility Input |   |   |
| For DEM use only |
| 4 | Define the procedures and policy for reporting to work for key workers. | Facility Input |   |   |
| For DEM use only |
| 5 | Define how residents/patients will be alerted and the precautionary measures that will be taken. | Facility Input |   |   |
| For DEM use only |
| 6 | Identify alternative means of notification should the primary system fail. | Facility Input |   |   |
| For DEM use only |
| 7 | Identify procedures for notifying those facilities to which facility residents will be evacuated to. | Facility Input |   |   |
| For DEM use only |
| 8 | Identify procedures for notifying families of residents that the facility is being evacuated. | Facility Input |   |   |
| For DEM use only |
| **C.    Evacuation** |
| Describe the policies, roles, responsibilities and procedures for the evacuation of residents from the facility. |
| 1 | Identify the individual responsible for implementing facility evacuation procedures. *(Note –* ***Who will notify AHCA?****)* | Facility Input |   |   |
| For DEM use only |
| 2 | Identify transportation arrangements made through mutual aid agreements or understandings that will be used to evacuate residents.  *(Note- Copies of the agreements must be attached as appendices)* | Facility Input |   |   |
| For DEM use only |
| 3 | Describe transportation arrangements for logistical support to include moving records, medications, food, water and other necessities. | Facility Input |   |   |
| For DEM use only |
| 4 | Identify the pre-determined locations where residents will evacuate to. | Facility Input |   |   |
| For DEM use only |
| 5 | Provide a copy of the mutual aid agreement that has been entered into with a facility to receive residents/patients. *(Note-* ***Copies of the agreements must be attached as appendices****)* | Facility Input |   |   |
| For DEM use only |
| 6 | 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 |
| 7 | Specify the amount of time it will take to successfully evacuate all patients/residents to the receiving facility.  *Keep in mind that 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 |
| 8 | What are the procedures to ensure facility staff will accompany evacuating residents/patients? | Facility Input |   |   |
| For DEM use only |
| 9 | Identify procedures that will be used to keep track of residents once they have been evacuated.  *(Note- Must include a log system)* | Facility Input |   |   |
| For DEM use only |
| 10 | Determine what and how much each resident should take. Provide for the minimum of a 72-hour stay, with provisions to cover this period of time if the disaster is of catastrophic magnitude. | Facility Input |   |   |
| For DEM use only |
| 11 | Establish procedures for responding to family inquiries about residents who have been evacuated. | Facility Input |   |   |
| For DEM use only |
| 12 | Establish procedures for ensuring all residents are accounted for ***and are out of the facility.*** | Facility Input |   |   |
| For DEM use only |
| 13 | Determine at what point to begin the pre-positioning of necessary medical supplies and provisions. | Facility Input |   |   |
| For DEM use only |
| 14 | Specify at what point the mutual aid agreements for 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 residents or patients 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 |
| 3 | Identify how residents will be transported from the host facility back to their home facility and identify how you will receive accurate and timely data on re-entry operations. | Facility Input |   |   |
| For DEM use only |
| **E.**  **Sheltering** |
| If the facility is to be used as a shelter for an evacuating facility, the plan must describe the sheltering/hosting procedures that will be used once the evacuating facility residents arrive. |
| 1 | Describe the receiving procedures for arriving residents/patients from evacuating facility. | Facility Input |   |   |
| For DEM use only |
| 2 | Identify where additional residents will be housed. **Provide a floor plan,** which identifies the space allocated for additional residents or patients. | Facility Input |   |   |
| For DEM use only |
| 3 | Identify provision of additional food, water, medical needs of residents/ patients being hosted at the receiving facility for a minimum of 72-hours. | Facility Input |   |   |
| For DEM use only |
| 4 | Describe the procedures for ensuring 24-hour operations. | Facility Input |   |   |
| For DEM use only |
| 5 | Describe procedures for providing shelter for family members of critical workers. | Facility Input |   |   |
| For DEM use only |
| 6 | Identify when the facility will seek a waiver from the Agency for Health Care Administration (AHCA) to allow for the sheltering of evacuees if this creates a situation which exceeds the operating capacity of the host facility. *(Note –* ***Who will contact AHCA?****)* | Facility Input |   |   |
| For DEM use only |
| 7 | Describe procedures for tracking additional residents or patients sheltered within the facility. | Facility Input |   |   |
| For DEM use only |
| **V. INFORMATION, TRAINING AND EXERCISES** |
| This section shall identify the procedures for increasing employee and patient/resident awareness of possible emergency situations and provide training on their emergency roles before, during and after a 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 |
| **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 with disaster related roles. | Facility Input |   |   |
| For DEM use only |
| 2 | List the name of the company, contact person, telephone number and address 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 agreements, memorandums of agreement or any other understandings entered pursuant to the fulfillment of the plan. This is to include reciprocal host facility agreements, transportation agreements, current vendor agreements or any other agreement needed to ensure operational integrity of the 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 |