

**BOARD OF COUNTY
COMMISSIONERS**

Nancy Bostock
Neil Brickfield
Susan Latvala
John Morrone
Norm Roche
Karen Williams Seel
Kenneth T. Welch



All Healthcare Facilities

Upcoming for 2012

Hurricane Season 2011 is almost in the record books. Having a season with little activity is a good thing for Florida, it may end up being a bad thing in the long run. Periods of low storm activity tend to breed complacency in people who have not recently experienced extreme tropical weather. With mild seasons behind us, it seems some folks may be falling into the mindset that hurricanes never happen here in Pinellas County. But when a storm does come, the complacency can quickly turn into the fear and uncertainty we saw in 2004. Stay Prepared!!

New for 2012

Emergency Status System (ESS) – All CEMPs should include a copy of your facility's ESS registration page. This page should include the username & password for access to ESS. We strongly recommend that since you will be using your CEMP during an emergency situation where you may need to log into ESS, having the registration page in your CEMP will be convenient.

For those facilities that are still not registered with ESS, your CEMP will be denied. Once you register, insert your registration page, and your plan will be reviewed as usual.

Electronic CEMP (ePlan) – Emergency Management can accept CEMP Plans via electronic submission. If you wish to participate in this program, and this is completely voluntary, there are a few conditions:

- 1) Your CEMP must be in PDF format;
- 2) The AHCA outline must be completed and submitted in PDF format; and
- 3) Your Fire Dept. approval of the fire portion of your plan must be included in the CEMP.

These must be submitted together in one email to EMAHC@pinellascounty.org. We cannot accept the CEMP via FAX, WORD doc, or other means of transmission.

As is the case for submittal of all CEMP plans, once you submit to the County, these ePlans are public record and subject to public records law. Upon completion of the review process, you will be notified as to the review fee amount and you can mail a cashier's check or money order, and we will FAX or email the Approval Certificate to your facility.

Pinellas County Criteria – Pinellas County is taking a proactive approach to the CEMP review process because Pinellas County is a peninsula with our mainland access via bridges. The peninsula could be impacted without a re-supply of supplies and materials for several days following a hurricane. Therefore, effective January 1, all healthcare facilities should incorporate the specific Pinellas County Criteria into their CEMP. See attached criteria for details.

PLEASE ADDRESS REPLY TO:
400 S. Ft. Harrison Ave. Suite 111
Clearwater, Florida 33756
Phone: (727) 464-3800
FAX: (727) 464-4024
TDD: (727) 464-4431
ema@co.pinellas.fl.us

Website: www.pinellascounty.org/emergency



Assisted Living Facilities (ALF) CEMPs – The ALF PLAN UPDATE FORM, which was implemented five plus years ago, is meant for your convenience. It does not remove the requirement to have your CEMP current and up to date. When ALFs submit their CEMP every other year, they are often outdated and ultimately have to be returned more than once for corrections. Please do not forget to keep your plans up to date as things change. It is easier to keep it up throughout the year than to try to rush a few weeks before it is due to get it ready. We can tell the difference.

All Facilities – The more procedures you give us, the more we can understand how your facility operates. This will tell us if your plan works. We will begin requesting a 2nd contact for each healthcare facility. This is a communication tool should the primary contact be unavailable.

The list below is several common errors and forgotten items we see in CEMPs:

- If you change your evacuation mutual aid agreement location, don't forget to change your map. Look through your plan to be sure you updated all the places where you mention the evacuation destination. Chances are you have it listed more than once or twice.
- **CEMPs should not have whiteout.** If you find that you have whiteout or copies of whiteout pages, it is time for a re-write to "freshen" up the Plan. Over and over, we see plans with **dates, signatures, destinations, personnel, phone numbers, etc.** Do your best to avoid this situation. **This is often a RED flag.** This cannot be stressed enough.
- No Fire Dept. approval of your FIRE SAFETY PLAN. The Fire Dept. has to review your Fire Plan and give an approval. This is not the physical inspection of your facility by the Fire Dept. You either take the Fire Plan to the Fire Dept., or they review the Fire Plan upon their inspection of your facility. In any event, the Fire Dept. **MUST** give an APPROVAL. We need either a letter of Approval or a STAMP of Approval by the Fire Dept. of the Fire Safety Plan.
- AHCA CRITERIA/OUTLINE is missing. This outline must be included and filled out with page numbers of where each item can be found inside your CEMP. This helps the reviewer when they cannot find a certain item. Reviewers do read your plan. However, if they do not find what they are looking for, this hopefully will direct them to the correct page. If a line in the Outline is left blank, which means it is not in your plan and therefore your CEMP is not in compliance with AHCA. When the reviewer finds a blank you may be notified in your letter to correct this omission. (Your AHCA outline is not the same as your Table of Contents. You can use the Outline to layout the elements of your CEMP, and create the Table of Contents, but the AHCA outline must be completed and attached.)
- Log system vs. head count. We know your licensed capacity may be only 6 and you know everyone by their first name. Emergency Management does not make the requirements; we make sure you are following the criteria set forth for you to follow. It is not appropriate to use a head count system. AHCA requires you to use a log system. It is recommended to use your current census to aid in checking residents while evacuating, and then again at the receiving facility, to re-check the census to be sure all residents are accounted for.
- Your CEMP contains outdated information. To avoid this, simply create a historical folder and file this information that is over 1 year old there and remove it from your CEMP. There may be exceptions where certain Emergency Management information can be retained in your CEMP. All agreements should be updated on an annual basis.

- Flood Zone and Evacuation levels are not the same. These indexes are routinely misunderstood and it is important for you to know the differences. You can get your flood zone information from your local Zoning Department. Your evacuation zone can be obtained from our website: www.pinellascounty.org/emergency
- **TIP:** When was the last time you physically unpacked your collapsible containers to see if they are still usable? Plastic does break down over time. Where are you storing them?
- Water Plan is not as detailed as it should be. You must state the number of containers, and how many gallons they hold, where they are stored, and show the calculation of the number of total gallons for the licensed capacity of your facility. The more detailed breakdown of the types of containers and capacity, helps in reviewing this portion of the Plan, and will avoid a questionable calculation.

For example:

The facility is licensed for 25 residents. Total Gallons required on site 225 gallons. (150 non-potable and 75 potable) (# of residents x 3 gallons per day x 3 days).

Potable - (Used for cooking/drinking water)- There are fourteen - 5 gallon collapsible storage containers in the Utility Room for the potable water and water bladders (2-100 gallon) total = 270 gallons (More than enough to meet requirement)

Non-potable - (Used for cleaning/washing, etc). The facility's bath tubs/sinks/lined garbage cans/toilet tanks/water heaters, etc and will be filled prior to the storm for the non-potable water.

Attachment:
Pinellas County Criteria