Common Errors Found in Health Care Facility Plan Reviews

1. **Fire Safety Plans must be updated annually**
   a. The inspection report must state the fire plan was review and approved.
   b. Fire plan approvals cannot expire within 60 days of CEMP plan submission.

2. **Make sure there is coordination between your plan and agreements.**
   a. If your plan states you have an agreement with XYZ, make sure the attached agreement is with XYZ.
   b. Per AHCA requirement Facility Host Agreements must be updated annually
   c. Host Facility agreement must be with a like kind provider-

3. **Procedures**
   a. A series of actions that are conducted in a certain matter to perform a function.
   b. Procedures explain what, how and who is perform a function
   c. CEMP plans are required to include Standard Operating Procedures (SOG) for all operations and support staff. This should address the roles and responsibilities during emergency activations

4. **Transportation.**
   a. You must address how you are going to get your residents to your host shelter and back to the home facility. Include copy of written agreement.

5. **Agreements**
   a. The statute defines the agreements as having to be “current, signed agreements.”
   Even if your agreement is perpetual you need to review all agreements annually and indicate so by dating and initialing.

6. **Flood Zone Maps**
   a. flood maps can be printed at https://msc.fema.gov/portal

7. **License.**
   a. Submit a copy of your updated AHCA license with your CEMP review.

8. **AHCA Criteria/ Crosswalk**
   a. This form is required; pages must identify the page where the required element is found.

9. **How will your facility receive warnings?**
   a. There are several methods available for warning / alert information. The CEMP plan must clearly identify how warnings are received during regular hours, off hours, weekends and holidays. Example of methods are below
      i. The Weather Channel
      ii. Radio
      iii. NOAA Weather Radio
      iv. Orange County OCFLAlert App
      v. Local News

10. **Evacuation Route Map.** Be sure to highlight both primary and secondary evacuation routes from your location to each host facility