



BROWARD COUNTY EMERGENCY MANAGEMENT DIVISION HEALTHCARE FACILITY CEMP CHECKLIST

Facility Name: _____ Date: _____

Administrator: _____ Email: _____

Submission Type: NEW RENEW

Facility Type: Adult Day Care Ambulatory Surgery Center Assisted Living Facility
 Hospital Intermediate Care Facility Nursing Home
 Residential Treatment Center for Children & Adolescents Transitional Living

Items requested by Broward County Emergency Management Division to accompany your CEMP submittal:

- A copy of your AHCA license
- Facility floor plan. Provide a second floor plan if you also host residents from another facility during an emergency.
- Two different hazard drills, completed within the last 12 months. Can be an elopement drill, fire drill, evacuation, etc. Please include a signed roster of participating staff.
- If you are an Assisted Living Facility or Nursing Home, submit your entire Emergency Environmental Control Plan, with your latest approval letter.
- Current, signed and dated Mutual Aid Agreements for Transportation, your relocation facility and food and water, or a three day complete disaster menu in lieu of a food contract.
- Attach your completed AHCA criteria form. Use page numbers to indicate where the information is located within your plan.

Instructions:

1. When you have completed your Comprehensive Emergency Management Plan and all supporting documentation, please mail your plan to:

Broward County Emergency Management Division
Healthcare Plan Review
201 NW 84th Avenue
Plantation, Florida 33324

2. Please do not fax, e-mail or drop your plan off.
3. Have your own copies on file – we will not make copies.
4. You will be invoiced after the review of your CEMP is complete. The invoice will include total review time, including meetings by phone or in person. When we receive your payment we will send you the Approval Letter.
5. If you require a meeting with Emergency Management concerning your CEMP, please call 954-831-3966 to schedule an appointment. Appointments will be available Tuesday, between the hours of 9:30 AM to 11:30 AM and 2:00 PM to 4:00 PM.