

Indian River County
Department of Emergency Services
Procedure for **Updating Health Care Facility Disaster Plans**

If you have received a Certificate of Compliance from our office, it has been determined that your health care facility disaster plan meets all criteria as set forth in the statutory requirements. When you perform your required annual updates, **do not change any more in your plan than is absolutely necessary.** **Why?** Changes to the plan may alter or remove a required element. I frequently see this when someone new starts working at a facility and they want to make changes to the facility disaster plan. This practice costs more time and money, when you had a good plan to begin with.

The Certificates of Compliance issued by this office are valid for a period of one year. It is your responsibility to update your disaster plan on an annual basis and to submit the corrections to our office 45-60 days prior to the expiration date of your current approval certificate. Reminders will not be sent out from our office.

Facilities need to submit a **cover letter** along with **copies** of their updated pages to be substituted for outdated pages of your current facility disaster plan (faxed or handwritten changes are not acceptable). **If the entire plan is submitted, the entire plan will be reviewed, which will take more review time and cost more money \$\$\$.**

These updates, at a minimum, must include:

1. Any staff name or phone number changes
2. Updated vendor agreements (must be signed/dated current year)
3. Updated host facility agreements (must be signed/dated current year)
4. Updated Fire Safety Plan (must be stamped "Reviewed" and dated by the Fire Prevention Bureau) – contact Indian River County Fire Prevention & Life Safety at 226-1880 for assistance
5. Any other changes to policy, if they have occurred
6. Copy of updated AHCA license.

Our office is authorized to charge \$25 per hour for our review time. These charges cannot be determined until the review is completed. **Do not submit a check with your updates.** The completeness of your updates will, obviously, reduce the amount of time required to review and subsequently reduce your cost.

Once our review is completed you will be submitted an invoice along with any recommendations for corrections, if necessary. Once your invoice is paid in full, and it is determined that you have made all necessary revisions, you will be provided with a compliance certificate.

Submit all updates to:

Rachel Ivey, FPEM
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Indian River County Emergency Management
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Questions: (772) 226-3852
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