

**Indian River County Emergency Management
Plan Formatting Suggestions**
Emergency Management Plan for
Health Care Facilities

Follow the Agency for Health Care Administration plan review criteria (found on our website):
http://www.ircs.com/Emergency_Management_Division/HCFPR.htm.

Create a Basic Section following the sequence of the plan review criteria:

- I. Introduction
- II. Authorities and References
- III. Hazard Analysis
- IV. Concept of Operations
 - a. Direction and Control
 - b. Notification
 - c. Evacuation
 - d. Re-Entry
 - e. Sheltering
- V. Information, Training and Exercise

Create a Section for Standard Operating Procedures:

- At minimum - Include the operational and support roles for all facility staff

Create a Section for Contacts:

- Staff roster
- Company roster for all emergency service providers (vendors, police, fire, American Red Cross, Emergency Management, etc.)

Create a Section for Agreements and Understandings:

- Host Facility agreements
- Evacuation maps to host facilities: Place highlighted maps and written directions behind each agreement, including secondary routes
- Vendor agreements (Food, water, pharmacy, generator, supplies, linen, pharmacy, etc.)
- Transportation provider agreements

Create a Section for Specific Hazard Procedures:

(Not required by the criteria, but makes your plan more organized)

- List each hazard (fire, tornado, missing resident, etc.)
- Identify the policy, procedures and specific roles by position (if applicable)

Create a Section for Fire Safety Plan:

- Include entire plan
- Include the approval letter from the local fire department

History & Lessons Learned:

- This must be updated each time an event is experienced

Create a Section for a Training Schedule & Exercises:

- Provide a training schedule for all employees (indicate when and what type of training for staff, especially roles/responsibilities for disaster/emergency event).
- Provide a schedule for exercising all or portion of the plan (indicate when and what part of the plan will be exercised).

Any Additional Support Material