



**Department of Public Safety
Division of Emergency Management**

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November 21, 2023

Dear Facility Administrators,

Palm Beach County Division of Emergency Management (PBCDEM) looks forward to supporting our healthcare community with enthusiastic and prompt service. Currently, PBCDEM is hosting in-person trainings to address the needs of Comprehensive Emergency Management Plan (CEMP) writers.

- **Portal User Workshops**
 - **All new users need to take this training to access the online system.**
- **CEMP Writing Trainings**
 - **Great for new plan authors and learning to write better plans. Each presentation has a different focus.**

Register online for these workshops and trainings at

www.ReadyPBC.com/HCEMP

As PBCDEM continues to migrate to online CEMP submission, we advise all plan authors to ensure they have any final hardcopy submissions submitted prior to the end of the year. Initial Review hardcopy submissions will no longer be accepted beginning January 7, 2024. Hardcopy Revision Review submissions will no longer be accepted beginning March 7, 2024.

We advise all plan authors to visit our website where you can review all published policies and guidance for writing and/or submitting a CEMP. It is the responsibility of the facility to ensure the plan meets applicable Agency for Health Care Administration (AHCA) standards and is suitable for review by PBCDEM.

Changes to Florida Administrative Code 59A-36.019, which outlines the planning criteria for Assisted Living Facility (ALF) CEMPs, have been implemented and are effective November 23, 2023. The new crosswalk for ALFs has been updated and is available on our website listed above.

As a reminder, facilities may schedule in person meetings to discuss review results or seek clarification on criteria. No walk in meetings or appointments will be available.

If there are any questions, please do not hesitate to contact me either by phone (561) 712-6378, or by e-mail at BBoland@pbcgov.org.

Regards,

Brad Boland,
Emergency Management Specialist I