



Department of Health

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Executive Deputy Commissioner

September 7, 2021

DAL: DAL #21-20
Subject: Evacuation Preparedness Planning

Dear Adult Care Facility Administrators and Operators:

The nature of emergencies is such that a swift, appropriate response is needed to preserve the health and safety of residents and staff. Governing regulation at Title 18 of New York Code, Rules and Regulations (“18 NYCRR”) at Sections 487.12 for adult homes, 488.12 for enriched housing programs, and 490.12 for residences for adults require that the operator have a plan for procedures to protect residents in the event of a real or threatened emergency that impacts normal services.

Throughout the COVID-19 pandemic response, some adult care facilities (ACFs) had cause to evacuate and actively engaged the Department of Health (“Department”) in those evacuations. Upon review of the ACFs’ existing evacuation plans, the Department identified that some such plans were outdated and/or irrelevant and, because Department approval is regulatorily required, some ACFs unfortunately delayed necessary evacuation. As such, the purpose of this letter is to encourage ACFs to attend a virtual training session to review best practices in updating and reviewing the facility’s Comprehensive Emergency Management Plans (CEMP) and the associated evacuation plans intended to protect the health and safety of ACF residents and staff during an emergency event.

Virtual Training

An updated evacuation plan template was released and provided to ACFs in 2019. A recorded briefing is available at the following link: [Recorded session for Adult Care Facilities](#). The evacuation plan templates are available on the Health Commerce System (HCS) by following the path below:

My Content>Documents by Group>Long Term Care>Preparedness>Protocols.

The Department strongly encourages that, at minimum, the ACF administrator, emergency response coordinator(s) or program coordinator, and managing member of the operating entity attend this recorded briefing and review the template documents.

CEMP Template

To assist in plan development, it is strongly encouraged that plans comport to the CEMP Template that the Department developed. The CEMP Template and instructions to aid ACFs in the development of plan documents are downloadable within the online training module at the following link: [ACF CEMP Training-Online Modules](#) (please note that a current Learning

Management System [LMS] user name and password are required, enrollment instructions are enclosed).

Health Commerce System (HCS) Communications Directory

ACFs are required, per regulation, to, at a minimum, maintain twenty-four hour, seven-day a week contacts for emergency communication and alerts. A policy defining the ACF's coverage must be reviewed at least annually. Maintenance of each ACF's HCS accounts must include at least monthly reviews, and where changes have occurred, updates made to general information and assignments of personnel to Communications Directory roles. Updates to contact information, including emergency contacts, for ACF leadership and essential personnel should be as soon as changes occur. The Department will cite ACFs whose HCS accounts reflect inaccurate information, as identified by undeliverable emails or other methods of review.

Questions

If you have any questions regarding this correspondence, please write to the Division of Adult Care Facility and Assisted Living Surveillance at acfinfo@health.ny.gov.

Sincerely,

Heidi L. Hayes, Acting Director
Division of Adult Care Facility
and Assisted Living Surveillance

Enclosure

cc: J. Treacy
A. Herbst
M. Hennessey
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J. Pinto
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To enroll in CEMP training for ACFs click

<https://www.nylearnsph.com>

1. If you have a LMS Username and Password then login and proceed to Step 3. If you do not have a LMS Username and Password then proceed to Step 2.

If you forgot your Username and Password use the **"Password Retrieval"** function.

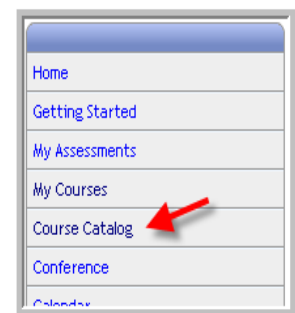


If you do not yet have an LMS account (Username and **Password**), click on the **"Click here"** link at the login



2. Select *CLICK HERE* to register and complete the registration form
 - Choose your own username & password
 - Fill in all required fields, denoted with an asterisk (*)
 - Please include your **organization's** name in the first line of your work address
 - Birth year, while not required, is requested to help identify duplicate records
 - Please include your Agency Information.
 - Click *Submit Your Registration*.

3. Now that you are logged into the LMS select *Course Catalog* from the navigation menu on the left side of the screen.



4. Enter course keyword [OHEP-CEMPONLINE](#) and then click *"Search"*

Search Catalog Query

Course Keyword Search:

Course Format:

Course Category:

5. After clicking **“Search”** on previous page you will be brought to the next page. Scroll down and click on Course Name: **“Comprehensive Emergency Management Plan Online Training”** Course #: **“OHEP-CEMPONLINE”**.

The screenshot shows the Department of Health LMS interface. On the left is a navigation menu with categories like 'Global Admin' and 'Training Admin'. The main content area displays search results for 'Emergency Preparedness'. A search box at the top of the results area contains 'OHEP-CEMPONLINE'. Below it is a table with columns: Course Name, Course #, Formats, Completion Hours, and User Rating. The first row is highlighted with a red arrow pointing to the course name 'Comprehensive Emergency Management Plan Online Training'.

Course Name	Course #	Formats	Completion Hours	User Rating
Comprehensive Emergency Management Plan Online Training	OHEP-CEMPONLINE	Online		Based on 6 ratings(x): Ease-of-Use Quality of Information Overall Satisfaction Average Rating

6. Click **Enroll** button for the training date you are available to attend. Please note dates of training are in descending order.

The screenshot shows the 'Course Description' page. It includes a login prompt: 'Please log in with your Username and Password. If you do not have a Username and Password, please register with us.' Below this is the course title and a table of enrollment options. A red arrow points to the 'Enroll' button in the first row of the table.

Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor(s)	Speakers
Enroll 6/30/2023	Adult Care Facility CEMP Training	Online	5/28/2019 to 6/30/2023			
Enroll 6/30/2023	Nursing Home CEMP Training	Online	5/28/2019 to 6/30/2023			

After clicking the **“Enroll”** button you will be taken to a page that confirms successful enrollment in the course.

7. Once you are enrolled you will receive a confirmation email from NYLearnsPH@cade.uic.edu. Please check your SPAM if you do not receive the confirmation email to ensure that future emails from NYLearnsPH@cade.uic.edu are

not blocked by your server.

NYSDOH Learning ManagementSystem (LMS)

Direct questions to edlearn@health.state.ny.us or call 518474-2893.