



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**LISA J. PINO, M.A., J.D.**  
Executive Deputy Commissioner

December 31, 2020

Dear Healthcare Facility Chief Executive Officer or Administrator:

The New York State Department of Health (Department) will be initiating its annual healthcare facility planning efforts for coastal storm, flood, and non-coastal storm hazards in the first week of January 2021. These efforts consolidate planning for providers and enable the collection of key facility-based data needed for successful emergency response. Pursuant to the Department's regulations, during the compliance period of January 1, 2021 through March 31, 2021, all hospitals, nursing homes and adult care facilities located in the five (5) boroughs of New York City (NYC) will be required to review, update as necessary, and attest to the validity of their data in the Health Commerce System's (HCS) HERDS Critical Asset Survey (CAS) and the Facility Evacuation Planning Application (FEPA) (10 NYCRR 400.10).

The FEPA includes many user-requested application updates to simplify its use. FEPA allows providers to maintain essential planning information, such as the facility's patient/resident send-receive arrangements with other facilities for all hazard planning scenarios, including coastal storms. Arrangements documented for coastal storm scenarios are based on sending facilities located in designated evacuation zones who are moving patients to receivers located outside of designated zones. FEPA screens for Shelter in Place (SiP) requests are streamlined and remain a required element of planning for those facilities that seek permission from the Department to SiP during a coastal storm, provided there is also a mandatory evacuation order in place, in which SiP is permitted by the jurisdiction's Chief Elected Official.

We wish to remind facilities that the development of send/receive arrangements is an iterative process and requires ongoing discussion between facilities. We encourage facilities to begin their review and update of their FEPA data as soon as possible to have adequate time to complete all steps in the process by end of the compliance period.

We appreciate the efforts of our colleagues at the New York City Department of Health and Mental Hygiene (DOHMH), the Greater New York Hospital Association (GNYHA), and New York City Emergency Management (NYC EM) in supporting these necessary planning efforts. Throughout the compliance period, the Department's Office of Health Emergency Preparedness (OHEP) staff will be available to provide technical assistance in the use of the HERDS/CAS and FEPA and can be reached at 518-474-2893 or by emailing [OHEP@health.ny.gov](mailto:OHEP@health.ny.gov). A recorded training session is also available. Information on how to access that session is attached.

Thank you for your attention and commitment to these important efforts. We recognize the strain the COVID pandemic has put on all providers. However, recognizing the danger and impact that has been caused by severe hurricanes and other emergencies in recent years

underscores our responsibility to be ready to protect the well-being of all New Yorkers, especially those vulnerable persons at healthcare facilities.

Sincerely,

A handwritten signature in black ink that reads "Howard Zucker, M.D.". The signature is written in a cursive style with a large, prominent "Z".

Howard A. Zucker, M.D., J.D.  
Commissioner of Health

Enclosures:

2021 FEPA Required Planning Activities  
FEPA User Guide  
FEPA Training Announcement