



Department of Health

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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 Upon review of the ACFs’ existing evacuation plans, the Department identified that some such plans were outdated and/or irrelevant and, because Department approval is regulatorily required, some ACFs unfortunately delayed necessary evacuation.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
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Enclosure

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