Online CEMP Portal New User Guide

The Portal can be found at https://pbc.gov/ex/cemp-portal
Username: Email you registered with

- CEMPS and EECPs can be submitted 24-7 online through our online portal.
- We no longer accept any Hardcopy plans.
- Cost for CEMPS: $62.50
- Cost for EECPs(Power Plans): $31.25
    - All plan submissions will be charged in accordance with FL Ch. 27P-20.
    - All plans are paid for upon submission via credit card.
- The facility should have their Hardcopy CEMP ready for inspection at all times.
- Additional resources can be found at www.ReadyPBC.com/HCEMP

Palm Beach County Expectations:

- The Facility is responsible for the accurate and timely submission of all plans.
- The County will review plans in the order submitted within the timelines set in FAC.
- Facilities will request meetings and support as necessary to avoid excess reviews.
    - Calls are great for process questions. Meetings are required for content questions. No walk in meetings or appointments will be available.
- Users are expected to protect their accounts from being accessed by others.
- Facility Administrators must request account deactivations when staff or consultant relationships end.
- All uploads must be legible, and unaltered.
- Chain of Command/Hierarchy of Authority must show a clear vertical succession of authority.
- Two MUTUAL aid agreements of the same license type (ASC one transfer agreement)
- Agreements, Fire Plans, and other contracts cannot expire within 60 days of submission.
- If you reference something in your plan, you must upload supporting documentation.
- Lessons learned must be updated annually.
- All **ALF, ICF, and SNF** Plans created in the system comply with new planning criteria as published in FAC
- **ALF, ICF, and SNF** Agreements, understanding and contracts must be renewed annually.
- Agreements, understanding, and contracts without an expiration date are assumed to last one year from date of signature.
- Each mutual aid destination requires primary and alternate evacuation routes, which must be uploaded as one file per destination. A route is a map showing street level navigation from one location to another with turn by turn directions. The primary and alternate routes must be distinct from each other and not overlap any more than absolutely required.

Online Portal Frequently Asked Questions

How do I submit a plan?

All CEMPs and EECPs are submitted through the electronic system, and access requires training. Plans can be submitted two ways:

- Click Plans in Progress, Then click "submit this plan" next to the plan
- When reviewing a plan, click "Check Plan" on the top right, followed by "Submit Plan" in the top right of the Check Plan page.

I have a payment error!

Send a screenshot to Kwall@pbc.gov or SEmilien@pbc.gov

How do I check the status of my plan?

Log into the online system, and click Plans. You will also receive an email once your plan is reviewed. We cannot offer an ETA on review; Initial reviews can take up to 60 days, Revision Reviews up to 15 days.

How do I download my plan?

Approved plans can be found under the facility profile. Click Facilities, then select your facility, then scroll to the bottom. Click on the plan. Draft plans can be found under the Plans section. Once you are viewing the plan, look for "download plan" on the center of the blue ribbon along the top of the screen

How do I download my approval letter?

Approved plans are found under the facility profile. Click Facilities, then select your facility, then scroll to the bottom. Click the paperclip icon to the left of the approved plan, then select the file you wish to download.

How do I add or change users?

New users must attend a workshop. Existing users and consultants are added by sending an email to [kwall@pbc.gov,](mailto:kwall@pbc.gov) please include your role in the facility, if you are replacing a previous user, and if you are contributing to, or legally responsible for the CEMP.

How do I renew my CEMP or EECP?
a. The first time you write a plan in the system you will have to enter all of your information. Plan implementors may choose to copy over the prior year's approved CEMP. EECPs require full re-writes when a new review is requested.
b. ***At least 80% of the CEMP will copy over however, some items require revision or re-upload annually.***
c. *To renew your CEMP:*
Select plans in progress, click the purple "create plan" button on the bottom right, select the facility from the list, select plan type if applicable, select the approved plan you wish to copy, then click create plan.