

MEMORANDUM

TO: Hospital Chief Executive Officer, Nursing Home Administrators and Adult Care Facility Administrators

FROM: New York State Department of Health, Office of Primary Care and Health Systems Management

RE: Extension of the 2020 Compliance Period for Facility Evacuation Planning

DATE: March 11, 2020

The New York State Department of Health (Department), Office of Primary Care and Health Systems Management (OPCHSM) recognizes the tremendous amount of work that providers currently are facing in order to safeguard their staff, patients, residents, and the public health due to the ongoing outbreak of novel coronavirus (COVID-19). The Department also recognizes that this additional workload will continue for at least the next several weeks.

Given these extraordinary circumstances, the Department has decided to extend the compliance period for providers to complete the work that was outlined in the Dear CEO and Administrator Letter (DAL) of December 20, 2019, and that originally was due to be completed by March 31, 2020 (original DAL attached). This work includes provider updates for their facility, of the HERDS Critical Asset Survey and the Facility Evacuation Planning Application (FEPA) on the Department's Health Commerce System (HCS). The due date for completion of this work is now **April 30, 2020**.

It is hoped that this one-month extension will allow your facility to take the time and care that is necessary to complete this important evacuation planning. As we are embroiled in responding to the ongoing COVID-19 outbreak, we are reminded of the importance of planning and preparing for any type of emergency event that we may experience. For questions, please contact OHEP@health.ny.gov.



Department of Health

ANDREW M. CUOMO
Governor

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

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

December 20, 2019

Dear Healthcare Facility Chief Executive Officer or Administrator:

The New York State Department of Health (the Department) will be initiating its annual healthcare facility, coastal storm, flood, and non-coastal storm hazards, planning efforts in the first week of January 2020. These efforts consolidate planning for providers and enable the collection of key facility-based data, needed for successful emergency response. During the compliance period of January 1 – March 31, 2020, 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 (HCS) HERDS Critical Asset Survey (CAS) and the Facility Evacuation Planning Application (FEPA) (10 NYCRR 400.10(b)).

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, even when the type of hazard does not restrict movement between evacuation zones, as is the case in coastal storm scenarios. FEPA screens for Shelter in Place requests are streamlined and remain a required element of planning for those facilities that wish to be considered for permission to shelter-in-place (SiP) during a coastal storm, in which a mandatory evacuation order is in place and SiP is allowed by the jurisdiction's Chief Elected Official.

We do wish to remind facilities that in particular, the development of send/receive arrangements is an iterative process and requires 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 are grateful to 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) for their assistance in supporting these necessary planning efforts. Throughout the compliance period, NYSDOH 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. A recorded training session is also available. Information on how to access that session is attached below.

Thank you for your attention and commitment to these important efforts. We all have seen the devastation caused by severe hurricanes in recent years, underscoring our responsibility to be ready to protect the well-being of all New Yorkers, especially those vulnerable persons at healthcare facilities.

Sincerely,

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

Enclosures:

2020 FEPA Required Planning Activities
FEPA User Guide
FEPA Training Announcement