

QUICKSTART GUIDE – (CEMP) COMPREHENSIVE EMERGENCY MANAGEMENT PLAN – NHF

BOLDplanning Platform

The centerpiece of your organization’s comprehensive emergency management planning (CEMP) strategy is the BOLDplanning platform. This platform can be accessed through any internet browser and uses the latest internet security protocols to safeguard all your organization’s data. When your credentials are made, you will receive **TWO** emails. One email will have your username and the other email will have your temporary password. Once logged in, you will be prompted to update your contact information and create a new password of your own.

To log onto the platform:

1. Go to your unique website (FLHCC.boldplanning.com) and find the login window in the upper left
2. Username: Enter the username provided by your project manager
3. Password: Enter the provided password. This is **CASE SENSITIVE**
4. Click the login button to begin plan development.

Building your CEMP – Getting Started

Please enter data using the main menu items in the order below:

Contacts

- Add in contacts that have a role or responsibility within your plan. These may be people inside or outside of your organization or even vendors.
- When adding in contacts, there is a location quick pick. This location quick pick will be populated once you add your facilities into your Facilities button. You may go back to each contact and add the facility in once it is populated in ‘Facilities.’

Facilities

- Add in critical facilities for your organization through the ‘Facilities’ button.
- You may add in the facility manager for each facility. A facility manager must

be added in the contacts button for it to populate within the 'Facility Manager' drop-down.

Department/Positions

- Add in the departments and positions that will have a role or responsibility within your plan or those that will oversee certain actions within your response. These are typically departments, titles, or positions within your organization. It can also include outside entities like local emergency managers, state agencies or officials, and other planning partners.

General Information Section

Fill in information pertaining to your facility. Choosing options in this section populate many places around the plan using dynamic tags. In this section you'll contribute information such as:

- Facility address, facility capacity, etc.
- Evacuation zones
- Patients you serve
- Supersession
- Etc.

Orders of Succession

- Create succession lines for key leadership positions within your organization.
 - I.e., administrator, 'Planning Team Chief,' etc.
- The members within succession lines pull from your contacts. They need to be added to your contacts first, before adding them to each succession line.

Delegations of Authority

- Create delegations for any key authorities that may exist within your organization such as facility closure, spending money, or making HR decisions.
- Members within each delegation pull from your contacts. They need to be added to your contacts first, before adding them to each authority.

Teams

Add in teams that exist within your response plan. Each member of the team needs to be added to 'Contact' first, and then once added, you may assign them to your team.

Security and Access

Support: help@boldplanning.com

Add information pertaining to each of your facilities.

- Physical access/controls
- Cybersecurity information (no sensitive data should be added)
- Evacuation Procedures

Communications

Add any communications equipment your organization utilizes to communicate.

- Cell phone
- Email
- Website

Alert Notification Procedures

Input any alert notifications your organization utilizes.

- How do you notify your staff?
- How does your staff respond?
- How do you notify those outside your organization?

MOUs

Please enter any memorandums of understanding that exist within your organization.

References/Authorities

Please enter any references/authorities that pertain to your plan.

Test, Training, and Exercise

Please enter any tests, exercises and training scheduled or completed, as well.

Hazard Analysis (Hazard/Risk Assessment)

- Identify each hazard your organization is susceptible to.
- Fill in your jurisdictional profile and geographic information for each site.

Base Plan

- Now that you have filled in information behind all the main menu buttons, information will automatically be filled in where there is an associated system tag.

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****DO NOT REMOVE THE YELLOW TAGS/SYSTEM TAGS (i.e., [FACILITY_NAME])****

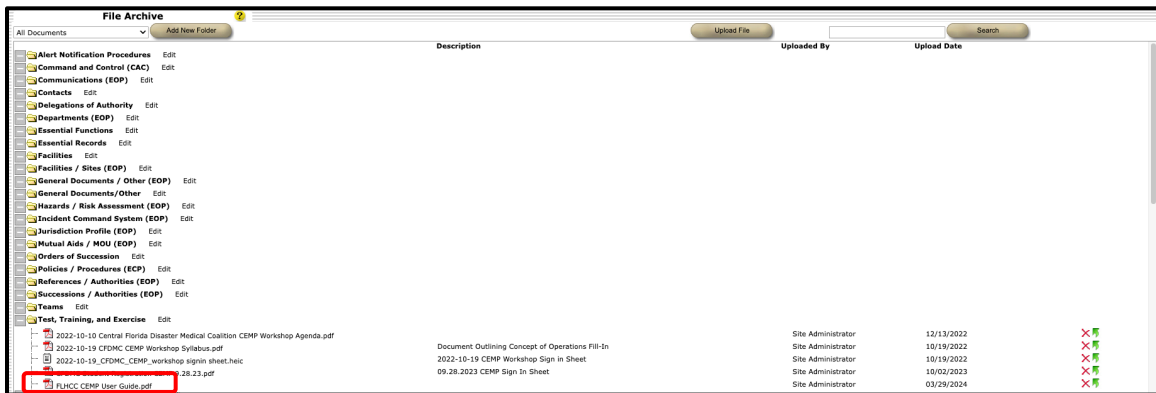
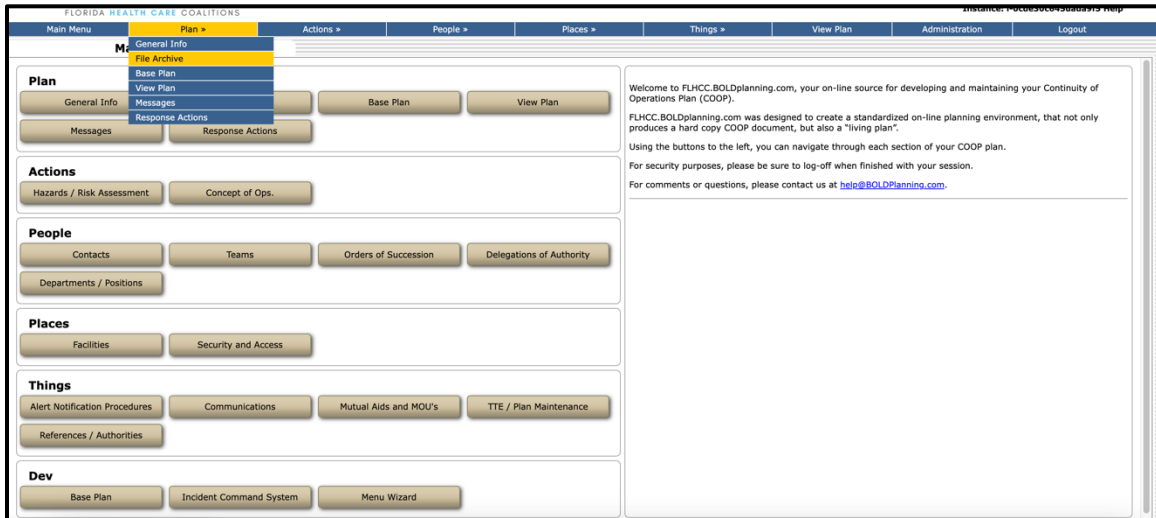
- Several elements within the 'Base Plan' section require information about your facility.
 - To input this additional information, please click the 'Edit' button beside each section.
 - Look for <enter information> in each section.

Annexes

If you have additional emergency response annexes or standard operating procedures that could be captured as an annex, navigate to the 'Annexes' button and follow the flow for creating a new annex, which includes naming the annex, assigning coordinating, primary, supporting departments/divisions, edit annex sections, and create actions and assign to departments/positions.

BOLDplanning Resources

For more information on system functionality, please refer to the 'FLHCC CEMP User Guide' within the File Archive.



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