



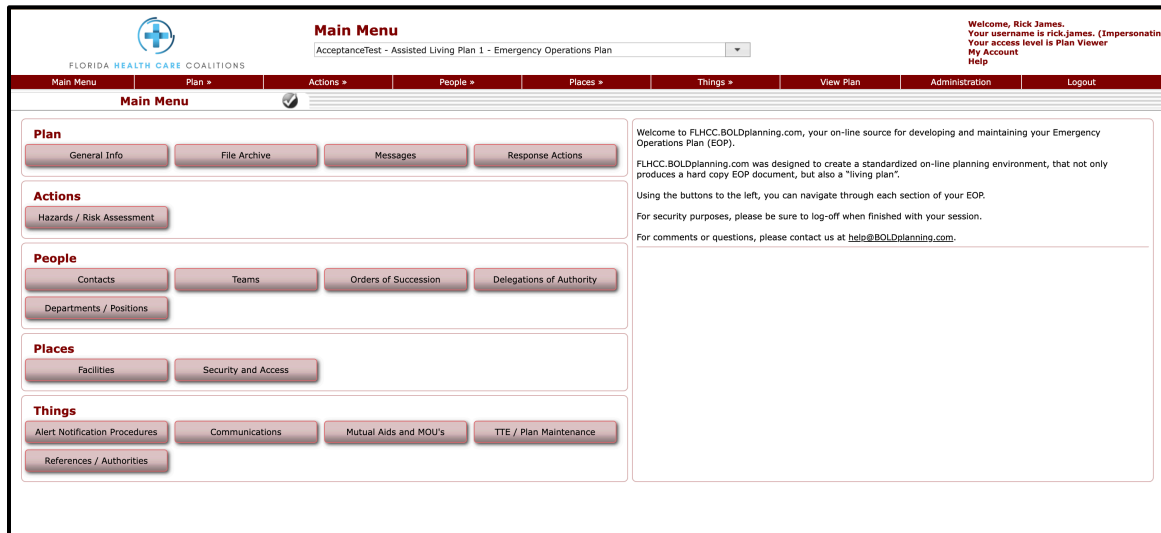
EM Plan Review Guide

Contents

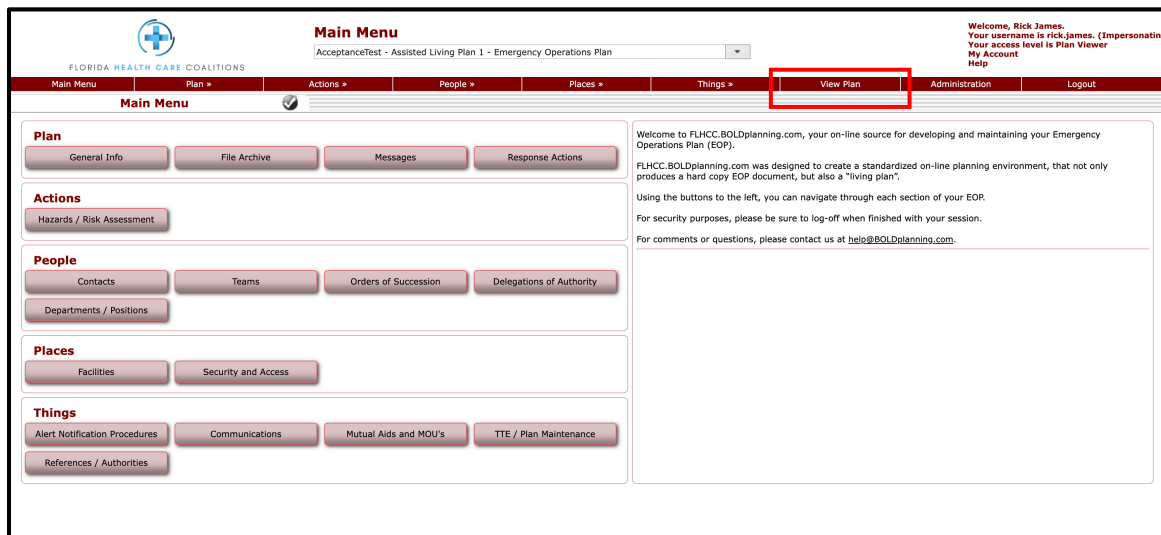
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Reviewing Plans

When county emergency management logs in to the platform, they will be taken to the main menu of the respective plan they have access to.



1. To review the plan and give feedback, select 'View Plan.'



2. On the 'View Plan' page, they may use the 'stop lights' on the left-hand side to leave their qualitative and quantitative feedback.

- Feedback can be given by clicking the 'stop lights.'

View Plan

Status	Report	HTML	WORD
	Base Plan		
	Facility Evacuation		
	ANNEX - TEAMS AND RESPONSIBILITIES		
	ANNEX - ORDERS OF SUCCESSION		
	ANNEX - DELEGATIONS OF AUTHORITY		
	ANNEX - COMMUNICATIONS		
	ANNEX - SECURITY AND ACCESS CONTROLS		
	ANNEX - RISK ASSESSMENT		
	ANNEX - RISK SPECIFIC ACTION LIST		
	Download All emergency support functions		
	Download Complete Plan (Base Plan + emergency support functions)		
	Download Action Checklists by emergency support functions		
	Download Action Checklists by Department		

[Training Survey](#)

Plan Review Grade

Annex - Teams And Responsibilities | Excellent

**ANNEX
TEAMS AND RESPONSIBILITIES**

Top

Great job in developing teams and assigning the roles and responsibilities for each member. Creating teams and the associated EOP roles and responsibilities for each member will facilitate your response efforts during activation. Remember you can create additional teams based on the needs of your organization. The checklist below will help you identify areas which would enhance your plan.

Nurse Team

Nurse Team Members - AcceptanceTest - Assisted Living Plan 1

Team Member	Team Responsibility/Role
Randle Baker - Assistant Director Facilities Main Hospital Work: 615-789-9013 Home: 615-598-6301 Cell: 615-701-9730 Work Email: randle@work.com Personal Email: randle@email.com	
Will Foss - Director Finance Accounting Work: 615-123-9873 Home: 615-142-4239 Cell: 615-230-654 Work Email: will@work.com Personal Email: will@email.com	
Wanda Pully - Director of Emergency Medicine	

Save Cancel

Grades Received

Each section can receive an 'incomplete,' 'needs improvement,' or 'excellent.'

- 'Incomplete' – no data has been entered into the section.
- 'Needs Improvement' – data has been entered into the section, but additional information is needed to meet minimum standards.
- 'Excellent' – the data entered in the section has met the minimum standards.

Plan Review Grade: **Excellent**

ANNEX TEAMS AND RESPONSIBILITIES

Nurse Team

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Wanda Pully - Director of Emergency Medicine	

Buttons: Save, Cancel

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If a plan annex receives an “incomplete” grade, the stoplight on the report for this section will be **red**. If a section needs improvement, the report will show a **yellow** light. If the section meets the minimal requirements for satisfactory, the section will show an “excellent” grade which will show a **green** light.



Incomplete



Needs Improvement



Excellent

View Plan

Status	Report	HTML	WORD
	Base Plan		
	Facility Evacuation		
	ANNEX - TEAMS AND RESPONSIBILITIES		
	ANNEX - ORDERS OF SUCCESSION		
	ANNEX - DELEGATIONS OF AUTHORITY		
	ANNEX - COMMUNICATIONS		
	ANNEX - SECURITY AND ACCESS CONTROLS		
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Buttons: Training Survey

There are pre-populated comments for 'Annex' sections. You may use these comments (clicking the + beside the comment), or you can create your own in the open text field.

For future purposes, when leaving comments, make sure to leave the date you are reviewing the plan and your initials. Additional feedback can be left in the same fields over time.

Plan Review Grade

Annex - Teams And Responsibilities | Excellent

**ANNEX
TEAMS AND RESPONSIBILITIES**

Top

Nurse Team

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Will Foss - Director Finance Accounting Work: 615-123-9873 Home: 615-142-4239 Cell: 615-230-654 Work Email: will@work.com Personal Email: will@email.com	
Wanda Pully - Director of Emergency Medicine	

Save Cancel


There are not any pre-populated comments for the Base Plan or Facility Evacuation. You will need to add your own to the open text field.

Plan Review Grade

Facility Evacuation | Needs Improvement

ACCEPTANCETEST - ASSISTED LIVING PLAN 1

(CEMP)



FLORIDA
HEALTH
CARE
COALITIONS

2024-05-03 KM
Great job getting started on 'Facility Evacuation.' Please review the following comments to enhance your plan:

- Make sure to evacuation procedures for all of your critical facilities.

Save Cancel

Creating a 'Plan Grades / Report Card'

After reviewing a plan, emergency management may create a 'report card' to distribute out to planners. This report includes each sections grade and feedback/comments (i.e., 'incomplete,' 'needs improvement,' or 'excellent').

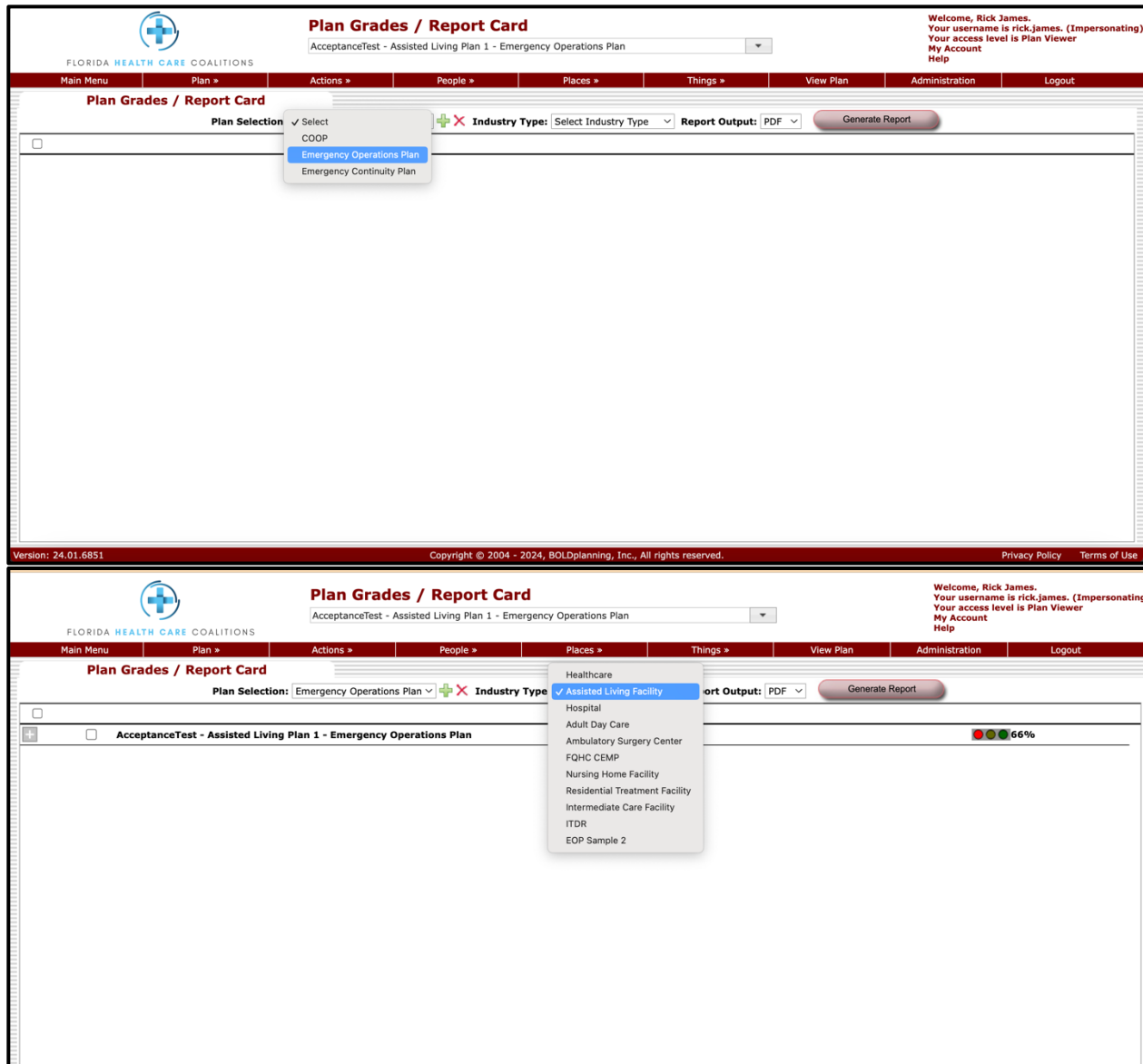
1. To create the report, click on the 'Administration' tab.

The screenshot shows the 'Main Menu' of the BOLDplanning system. At the top, there is a header with the Florida Health Care Coalitions logo and a user welcome message: 'Welcome, Rick James. Your username is rick.james. (Impersonating) Your access level is Plan Viewer'. Below the header is a navigation bar with tabs: Main Menu, Plan, Actions, People, Places, Things, View Plan, Administration, and Logout. The 'Administration' tab is highlighted with a red box. The main content area is divided into several sections: Plan (General Info, File Archive, Messages, Response Actions), Actions (Hazards / Risk Assessment), People (Contacts, Teams, Orders of Succession, Delegations of Authority, Departments / Positions), Places (Facilities, Security and Access), and Things (Alert Notification Procedures, Communications, Mutual Aids and MOU's, TTE / Plan Maintenance, References / Authorities). A right-hand sidebar contains a welcome message and instructions for using the system.

2. Click the 'Plan Grades / Report Card' button.

The screenshot shows the 'Administrative Controls' section of the BOLDplanning system. The navigation bar is the same as in the previous screenshot. The main content area is divided into sections: Administrative Controls and Reports. The 'Reports' section contains several buttons: Overall System Report, Plan Summary, Plan Grades / Report Card (highlighted with a red box), Deconfliction Report, Interdependency Report, and Roll Up Report.

3. Select 'Emergency Operations Plan' for the 'Plan Selection' category, and the facility type for 'Industry Type.'



4. Then select the respective plan you just reviewed. Click 'Generate Report.'

Plan Grades / Report Card

FLORIDA HEALTH CARE COALITIONS

AcceptanceTest - Assisted Living Plan 1 - Emergency Operations Plan

Welcome, Rick James.
Your username is rick.james. (Impersonating)
Your access level is Plan Viewer
My Account
Help

Main Menu | Plan » | Actions » | People » | Places » | Things » | View Plan | Administration | Logout

Plan Grades / Report Card

Plan Selection: Emergency Operations Plan | Industry Type: Assisted Living Facility | Report Output: PDF | Generate Report

AcceptanceTest - Assisted Living Plan 1 - Emergency Operations Plan 66%

- After the plan review is complete, please notify the 'main point of contact' for the plan and distribute the 'Report Card', which is identified in the 'General Information' section.

Main Menu

FLORIDA HEALTH CARE COALITIONS

AcceptanceTest - Assisted Living Plan 1 - Emergency Operations Plan

Welcome, Rick James.
Your username is rick.james. (Impersonating)
Your access level is Plan Viewer
My Account
Help

Main Menu | Plan » | Actions » | People » | Places » | Things » | View Plan | Administration | Logout

Main Menu

Plan

General Info | File Archive | Messages | Response Actions

Actions

Hazards / Risk Assessment

People

Contacts | Teams | Orders of Succession | Delegations of Authority

Departments / Positions

Places

Facilities | Security and Access

Things

Alert Notification Procedures | Communications | Mutual Aids and MOU's | TTE / Plan Maintenance

References / Authorities

Welcome to FLHCC.BOLDplanning.com, your on-line source for developing and maintaining your Emergency Operations Plan (EOP).
FLHCC.BOLDplanning.com was designed to create a standardized on-line planning environment, that not only produces a hard copy EOP document, but also a "living plan".
Using the buttons to the left, you can navigate through each section of your EOP.
For security purposes, please be sure to log-off when finished with your session.
For comments or questions, please contact us at help@BOLDplanning.com.

Who is the Main Point of Contact for this plan? Walker, Victoria - Chief Nurse for Overnight Care