

**Miami Dade County Department of Emergency Management**

 9300 NW 41st Street

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**FACILITY STANDARD OPERATING PROCEDURES INSTRUCTIONS**

**The Agency for Health Care Administration (AHCA) and Miami-Dade County Department of Emergency Management require that all facilities submit the facility’s Standard Operating Procedures on an annual basis. The Facility Standard Operating Procedures is a set of detailed step-by-step instructions that describe how to carry out specific procedures for the following internal and external emergency situations: medical emergency, internal flood or water leak, system and/or utilities failure, security situation (active shooter or bomb threat), severe weather, epidemic/pandemic, and all other emergency situations. All hospitals, ambulatory surgical centers, and nursing homes must submit their facility’s entire Comprehensive Emergency Management Plan (CEMP), also referred to as the Emergency Operations Plan (EOP). The CEMP/EOP will replace the Facility Standard Operating Procedures required of all other facilities. Other types of facilities with thorough and detailed procedures for the various emergency hazards on the current Facility Standard Operating Procedures template may submit their facility’s CEMP. The CEMP or EOP submitted for the current CEMP year must be the most recent version of the plan. All signatures and dates on the Facility Standard Operating Procedures template must be hand-signed and dated. *When uploading the Facility Standard Operating Procedures do not include this page.***



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**FACILITY STANDARD OPERATING PROCEDURES**

The Standard Operating Procedures (SOPs) contains plans of action for the following internal and external emergency situations which may or may not be identified in the Hazard Vulnerability Analysis: medical emergency, internal flood or water leak, system and/or utilities failure, security situation (active shooter or bomb threat), severe weather, epidemic/pandemic, and all other emergency situations. The SOPs must include pre-determined conditions or triggers for activation of the plan, based on the hazards identified in the Hazard Vulnerability Analysis, and considering local emergency management requirements. Activation triggers may include forecast cone tracks, wind speed, flood water level, proximity of wildfire, as well as a sudden, no-notice event. SOPs must include detailed information unique to the facility including the names and titles for all responding staff members and their roles and responsibilities for each hazard.

**HAZARD: MEDICAL EMERGENCY**

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| --- | --- |
| POLICY | To describe the actions that employees of the facility will implement in the event a client, employee or visitor experiences a medical emergency the facility cannot handle. |
| PURPOSE | To prevent injury or loss of life if a client, employee or visitor at the facility experiences a medical or life safety situation. |
| PROCEDURES | The following actions will be implemented to prevent or reduce loss of life and ensure the safety of clients, employees, and visitors:1.2.3. |

**HAZARD: FLOOD, INTERNAL WATER LEAK**

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| --- | --- |
| POLICY | To describe the actions that employees of the facility will implement in response to an internal flood or water leak. |
| PURPOSE | To provide the safe and sanitary environment of clients, employees, and other individuals present at the facility, and prevent or minimize damage to property, equipment, and supplies.  |
| PROCEDURES | The following actions will be implemented to prevent or reduce the impact of flooding or an internal water leak:1.2.3. |
|  |

**HAZARD: FLOOD, SYSTEM AND UTILITIES FAILURE**

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| --- | --- |
| POLICY | To describe the actions that employees of the facility will implement in response to utility or system failure. |
| PURPOSE | To minimize the effects of a system or utility failure at the facility on clients, employees or other individuals present at the facility.  |
| PROCEDURES | The following actions will be implemented to prevent or reduce the impact of a system or utility failure:1.2.3.

| **SYSTEM** | **EFFECTS** | **ACTIONS** |
| --- | --- | --- |
| Computer System | Computers are not operable. | 1.2.3. |
| Electric Power Failure | No available electricity; lights are out; HVAC system stops working; and/or emergency outlets do not work. | 1.2.3. |
| Fire Alarm System | No fire alarms. | 1.2.3. |
| Patient Care Equipment | Equipment does not work. | 1.2.3. |
| Water | No water available from faucets and fixtures. | 1.2.3. |
| HVAC System | Equipment cannot cool or heat the facility. | 1.2.3. |

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**HAZARD: SECURITY SITUATION (ACTIVE SHOOTER, BOMB THREAT, WORKPLACE VIOLENCE)**

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| POLICY | To describe the actions that employees of the facility will implement in response to a security situation, such as an active shooter, bomb threat or workplace violence. |
| PURPOSE | To prevent injury, loss of life, and property if the facility experiences a security or life safety situation.  |
| PROCEDURES | The following actions will be implemented to prevent or reduce the impact of an active shooter or internal workplace violence situation:1.2.3.The following actions will be implemented if the facility receives a bomb threat:1.2.3.The following actions will be implemented if employees and/or clients exhibit or participate in workplace violence (including physical assaults and threats of assaults):1.2.3. |

**HAZARD: SEVERE WEATHER (SEVERE THUNDERSTORM, TORNADO, FLOOD, TROPICAL**

**CYCLONE, EXCESSIVE HEAT, COLD WEATHER)**

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| --- | --- |
| POLICY | To describe the actions that employees of the facility will implement if there is a severe weather watch or warning. |
| PURPOSE | To provide for the safety of clients, employees, and other individuals present at the facility during a severe weather event.  |
| DEFINITIONS | The types of severe weather that can impact Miami-Dade County include thunderstorms, tornadoes, flooding, lightning, hail, and damaging winds (winds exceeding 50-60 mph), excessive heat and cold weather, as well as tropical cyclones.For a thunderstorm to be classified as “severe” it must contain at least one (1) of the following characteristics:* + Hail at least one (1) inch in diameter or larger
	+ Wind gusts of 57.5 mph (50 knots) or greater
	+ Tornado

Thunderstorms, severe or not, can produce dangerous hazards such as lightning and excessive rainfall that can result in significant flooding.* *Severe Thunderstorm Watch* is issued when a severe thunderstorm is possible in and near the watch area. The Severe Thunderstorm Watch is issued well in advance of the actual occurrence of severe weather and for a duration of up to 12 hours.
* *Severe Thunderstorm Warning* is issued when a severe thunderstorm is occurring or imminent in and near the watch area. A Severe Thunderstorm Warning can be issued without a Severe Thunderstorm Watch already in effect and for a duration of 30 minutes to an hour.
* *Flood Advisory* isissued when forecast rainfall may result in street flooding (nuisance flooding), but no major impacts on roadways is expected. A Flood Advisory can be issued within an hour of expected conditions.
* *Flood Watch* is issued when there is a possibility of significant flooding that can lead to warning conditions. A Flood Watch can be issued within six (6) to 12 hours of expected conditions. It does not mean that flooding will occur, but it is possible.
* *Flood and Flash Flood Warning* isissued when flooding is imminent or occurring, threatening, or entering structures and/or major roadways are being impacted (e.g., road closures). A Flood/Flash Flood Warning is issued within an hour of expected conditions.
* *Tornado Watch* is issued when conditions are favorable for the development of tornadoes in and close to the watch area. The Tornado Watch is issued well in advance of the actual occurrence of severe weather and for a duration of up to 12 hours.
* *Tornado Warning* is issued when a tornado is imminent. When a tornado warning is issued, seek safe shelter immediately.

A tropical cyclone can be classified as a tropical depression (TD), tropical storm (TS), or hurricane. A tropical depression is a system with some rotary circulation at the surface and wind speeds reaching up to 39 miles per hour. On the other hand, a tropical storm is a system with distinct rotary circulation containing winds averaging anywhere between 39 to 73 miles per hour. A hurricane is a tropical cyclone containing winds of 74 miles per hour or higher. These winds may be accompanied with storm surge and coastal and/or river flooding.* *Tropical Storm Watch* is issued when hurricane conditions (sustained winds of 74 mph or higher) *are possible* within the specified area. The Hurricane Watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.
* *Tropical Storm Warning* is issued when hurricane conditions (sustained winds of 74 mph or higher) *are possible* within the specified area. The Hurricane Watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.
* *Hurricane Watch* is issued when hurricane conditions (sustained winds of 74 mph or higher) *are possible* within the specified area. The Hurricane Watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.
* *Hurricane Warning* is issued when hurricane conditions (sustained winds of 74 mph or higher) *are expected* within the specified area. These winds may be accompanied by storm surge and/or coastal flooding. The Hurricane Warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. A Hurricane Warning can remain in effect when dangerously high water or a combination of dangerously high water and/or exceptionally high waves continue, even though winds may be less than hurricane force.

Miami-Dade County has a tropical climate with a dry season in the winter and a wet season from mid-May through mid-October. The wet season consists of high Relative Humidity and precipitation, with the warmest temperatures in August. * *Heat Advisory* is issued within 12 hours of heat index values of 105 degrees Fahrenheit or higher lasting at least two (2) hours with an 80% chance or greater of occurrence.
* *Excessive Heat Watch* is issued when there is a *potential* for the heat index value to reach or exceed 110 degrees Fahrenheit. within the next 12-48 hours and is forecasted with a 50% chance or greater of occurrence.
* *Excessive Heat Warning* is issued when the heat index value is *expected* to reach or exceed 110 degrees Fahrenheit within the next 12 hours and is forecasted with an 80% chance or greater of occurrence.

Miami-Dade County also experiences low temperatures during the winter months.* *Freeze Warning* is issued when significant, widespread freezing temperatures are expected.
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| PROCEDURES | The following actions will be implemented to mitigate the impact of a severe weather event on the physical property and the health and safety of clients and staff:*Thunderstorm/Flood/Tornado*1.2.3.*Tropical Storm/Hurricane*1.2.3.*Excessive Heat/Cold Weather Temperatures*1.2.3. |

**HAZARD: EPIDEMIC/PANDEMIC**

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| --- | --- |
| POLICY | To describe the actions that employees of the facility will implement in response to prevent transmission of influenza or other illness within the facility. |
| PURPOSE | To provide or prevent morbidity and mortality-related influenza or other illness infection and to prevent transmission of the illness among clients, employees, and visitors of the facility. |
| PROCEDURES | The following actions will be implemented to prevent or reduce transmission of the illness, including testing, vaccination, use of personal protective equipment:1.2.3. |

**PLEASE DELETE IF YOUR FACILITY DOES NOT NEED TO ADD**

**ADDITIONAL HAZARD PROCEDURES.**

**HAZARD: ENTER HAZARD NAME**

|  |  |
| --- | --- |
| POLICY | To describe the actions that employees of the facility will implement in response to ... . |
| PURPOSE | To prevent or provide … . |
| PROCEDURES | The following actions will be implemented to prevent or provide … :1.2.3. |
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| --- |
| *Section below to be completed if someone other than the individuals listed above (e.g., consultant)**assisted in preparing this document.* |
| Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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