



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

December 23, 2024

Dear Healthcare Facility Chief Executive Officer or Administrator:

The New York State Department of Health (Department) will be initiating its annual healthcare facility planning efforts for coastal storm, flood, and non-coastal storm hazards in the first week of January 2025. 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, 2025, all hospitals, nursing homes and adult care facilities located in the five (5) boroughs of New York City will be required to review, update as necessary, and attest to the validity of their data in the Health Commerce System Health Electronic Response Data System Critical Asset Survey and the Facility Evacuation Planning Application (10 NYCRR 400.10(b)).

The Facility Evacuation Planning Application 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. The Facility Evacuation Planning Application screens for Shelter in Place requests. Additionally, these requests are streamlined and remain a required element of planning for those facilities that wish to be considered for permission to Shelter in Place during a coastal storm, for which a mandatory evacuation order is in place and Shelter in Place is allowed by the jurisdiction's Chief Elected Official.

The Department reminds facilities that 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 Facility Evacuation Planning Application data as soon as possible to have adequate time to complete all steps in the process by end of the compliance period.

We appreciate the assistance of the New York City Department of Health and Mental Hygiene, the Greater New York Hospital Association, and New York City Emergency Management for their assistance in supporting these necessary planning efforts. Throughout the compliance period, the Office of Health Emergency Preparedness staff will be available to provide technical assistance in the use of the Health Commerce System Health Electronic Response Data System Critical Asset Survey and Facility Evacuation Planning Application and can be reached at 518-474-2893 or by emailing OHEP@health.ny.gov. A recorded training session is also available. Training announcements and 2025 Facility Evacuation Planning Application User Guide are located within the applications help menu.

Thank you for your commitment to this critical planning initiative and acknowledge the efforts of all providers in continuing to provide services to ensure the health and well-being of New Yorkers.

Sincerely,

A handwritten signature in blue ink that reads "Jim McDonald M.D.".

James V. McDonald, M.D., M.P.H.
Commissioner of Health