



## Department of Health

**KATHY HOCHUL**  
Governor

**JAMES V. McDONALD, M.D., M.P.H.**  
Commissioner

**JOHANNE E. MORNE, M.S.**  
Acting Executive Deputy Commissioner

January 2024

Dear Healthcare Facility Chief Executive Officer or Administrator:

The New York State Department of Health (the 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 2024. 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, 2024, 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) Health Electronic Response Data System (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 application screens for Shelter in Place (SiP) requests. Additionally, these requests are streamlined and remain a required element of planning for those facilities that wish to be considered for permission to SiP during a coastal storm, for which a mandatory evacuation order is in place and SiP is allowed by the jurisdiction's Chief Elected Official.

We remind 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 FEPA 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 (DOHMH), the Greater New York Hospital Association (GNYHA), and New York City Emergency Management (NYCEM) 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](mailto: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 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 black ink, appearing to read "James V. McDonald, M.D., M.P.H.", written in a cursive style.

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

Enclosures:

2024 FEPA Required Planning Activities  
FEPA User Guide  
FEPA Training Announcement