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## Section VI: Plan Maintenance

### 1. Security and Control of the Plan

It is essential to maintain a master copy of the *All Hazards Emergency Plan* in a secure location within the facility. Copies of the plan should be distributed to appropriate units within the facility as well as to key members of the organization.

A master of copy of the plan shall be kept securely filed in the following location within the facility:

- \_\_\_\_\_

### 2. Remote/Off Site Access to the Plan

It is essential to maintain a copy of the *All Hazards Emergency Plan* in a remote location that is secure and accessible in the event the facility is stricken by a crisis or disaster situation where copies of the plan are not accessible within the facility.

A copy of the plan shall be kept securely filed in the following remote location that is off-site:

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### 3. Periodic Review and Updating

The *All Hazards Emergency Plan* shall be reviewed and updated at a minimum annually to ensure its accuracy. However, the plan should be updated every time a portion of it is changed (i.e., contact information changes or additions to a policy or procedure).

Updates may occur for the following:

- Regulatory change
- New hazards identified or changes in existing hazards
- Drills/exercises identify the necessity to make changes
- Actual disasters/emergency responses
- Changes to infrastructure
- Funding of budget-related changes  
(*Proposed CMS Guidelines*)

