

How to Submit Emergency Plan Review Requests for Nursing & Long-term Care Facilities

1. Please create one, comprehensive PDF copy of the Emergency Plan that includes any changes from the previous year.
 - a. If the plan includes numerous electronic files, please combine all files into a single PDF prior to submitting for review.
 - b. The plan should be reviewed by facility staff prior to sending for review by Duplin County Emergency Management and should include the date last reviewed & updated, as well as a version number if applicable.
 - c. Please ensure the plan addresses or outlines procedures for facility evacuations such as name and location of sister facilities, transportation plans, etc.
2. Submit the Emergency Plan Document, any related questions, and contact information via email to: brian.matthis@duplincountync.com.

We will contact you with any questions and provide a letter of review via email once the Emergency Plan has been reviewed. There is no need to send hard copies unless specifically requested.

Note: All Plan Reviews are subject to 7-14 days for review once documentation is received.