



# Comprehensive Emergency Management Planning Submission Format Criteria



## **CEMP Format Criteria:**

- ❖ Use Arial font, 12 point;
- ❖ 1" margins, all sides;
- ❖ Document header, to include:
  - Facility name;
  - CEMP version;
- ❖ Document footer, to include:
  - Date;
  - Page number;
- ❖ Standard formatting;
  - Bullets and numbering;
  - Tables, maps and charts;
  - Bold, italic and underlining;
- ❖ Only use paper clips, alligator clips, or rubber bands to bind the CEMP (no staples);
- ❖ Include a cover page with:
  - Facility name;
  - Facility Type(s);
  - Year;
- ❖ CEMP must be in order according to specified criteria list with appendices last.
- ❖ ***For electronic submission:***
  - The CEMP must be submitted as one (1) Word or PDF document;
  - The CEMP e-criteria must be attached as a separate Word or PDF document;
  - The CEMP Word file will be named in the following format:
    - File number <space> Facility Name CEMP Year;
    - E.g. 501 503 504 505 508 LMHS CEMP 2008.doc;
    - E.g. 109 207 Life Care Center of Estero CEMP 2008.doc;
    - E.g. 301 Active Day Services CEMP 2008.doc;
  - The e-criteria Word file be named in the following format:
    - File number <space> Facility Name EC Year;
    - E.g. 505 503 504 505 508 LMHS EC 2008.doc;
    - E.g. 109 207 Life Care Center of Estero EC 2008.doc;
    - E.g. 301 Active Day Services EC 2008.doc.

## **DO NOT:**

- ❖ Use any special formatting, stationary, backgrounds, colored paper, etc.;
- ❖ Use pre-punched paper;
- ❖ Place the CEMP in a ring binder, or any other binding technique.