

HANDOUT #1

MassMAP

Updating your Facility Contacts



In times of crisis, communications can present a challenge for a facility. Contact information (office, cell, home and email) should be completed in advance on the Mutual Aid Plan website for 3 to 7 members of your team (at minimum: Administrator, Director of Nursing, and Maintenance Director). This contact information should be reviewed and updated as needed at a minimum of every three months.

- ▶ Go to www.massmap.org and log into your facility
- ▶ Click on the “Contacts” Tab

February 2017 Resource Officer
Dave Laakso
Work: (508) 778-1835
Cell: (508) 280-3256
Email

MAP MutualAidPlan.org

MAP Administration My Facilities Documents Reports Contact Us Notification Only

MassMAP > My Facilities > Abbott House Nursing Home

Facility Info (9-18 10:37 AM) Contacts (9-17 10:25 AM) LTC Beds (9-16 10:17 AM) Evac. Sites (10-26-14 9:13 AM) Stop Over Points (11-16-16 12:38 PM) Equipment (9-23-14 1:55 PM) Supplies (9-19-14 10:32 AM) Transportation (11-9-16 12:10 PM) Vehicles (9-21-16 1:38 PM) Vendors (9-21-16 1:38 PM) Patient Tracking (Not Available)

INSTRUCTIONS: Please fill in all primary leadership and management staff that should be communicated with during an emergency. This should be between 3 and 7 individuals at a facility. Example – if you had a substantial fire in your facility, who is getting called. Those are the people we want here. [More >>](#)

View/Edit Contact Delete Contact
Create New Contact
Email: beauregard@banecare.com
Cell: (978) 979-9389 / Verizon
Direct Line: (781) 595-5500
Fax: (781) 595-3624
Home Phone: (978) 979-9389
Numeric Pager: - / -
Text Pager: (978) 979-9389 /
Other: Please call cell (please note)
Include in Health and Homeland Alert Network (HHAN):
Created: 8/26/2011 1:51:03 PM
Last Updated: 2/15/2016 9:17:07 AM
Sue Roman

INSTRUCTIONS: Please fill in all primary leadership and management staff that should be communicated with during an emergency. This should be between 3 and 7 individuals at a facility. Example – if you had a substantial fire in your facility, who is getting called. Those are the people we want here. [More >>](#)

Add a New Contact Print Contact List Most Recent Update: 24 Jan 2017 10:06:32 AM

#	First Name	Last Name	Title	Level	Licensure / Exec. Dir.	Last Updated
1	Bethany	Beauregard	Administrator	Primary	X	2/15/16 9:17 AM
2	Dennis	Conway	Facilities Manager			3/5/15 1:59 PM
3	Sue	Roman	Office Manager			1/24/17 10:06 AM
4	Missy	McGrail	ADDN	Secondary		7/6/15 9:54 AM

- ▶ To Update a Current Contact: Hover your cursor over their name and click “View/Edit Contact”. (e.g., A current contact gets a new phone number)
- ▶ To Add a New Contact: Click on “Add a New Contact”

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Contact List Add a New Contact Print Contact List Most Recent Update: 24 Jan 2017 10:06:32 AM

#	First Name	Last Name	Title	Level	Licensure / Exec. Dir.	Last Updated
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- ▶ Enter the First and Last Name and click on “New Contact”

New Contact

INSTRUCTIONS: Please fill in the required fields below to create a New Contact. Please fill in the required fields below to create a New Contact.

First Name:

Last Name:

New Contact >>

HANDOUT #1

MassMAP

Updating your Facility Contacts (Continued)



► Enter Contact Details

- Note: *Be sure to assign a primary and secondary contact and identify the licensed administrator for the facility.*

View / Edit Contact Detail ref # 25115

NOTE: Severity Levels or Alert Priority for contact methods are no longer available. The contact methods for alert notifications for your state are based on the severity of the alert. Email is the lowest and escalates to other contact methods (work phone, cell phone, etc.) as the severity of the alert increases. All contact methods / devices listed are included for the highest severity alerts.

Facility: Abbott House Nursing Home

Name: John Smith
Title: Administrator
Licensure / Executive Director / Administrator:
Level: None Primary Secondary
Include in Health and Homeland Alert Network (HHAN):

Contact Method

Email: administrator@XYZNursingHome.com
Cell: 508-123-4567 Cell Carrier
Direct Line: 508-234-5678
Fax:
Home Phone:
Numeric Pager: Numeric Pager Carrier
Text Pager: Text Pager Carrier
Other (please note):

Save Changes and Close

► Click “Save Changes and Close”

- Note: *If entering contact information for a new position (e.g. a new Director of Nursing), delete the previous DON and add the new DON as a “New Contact”.*

► To print Contact List, click on “Print Contact List” and insert into your Disaster Plan.

Andy McGuire Sign Out Settings February 2017 Resource Officer Dave Laakso Work: (508) 778-1835 Cell: (508) 280-3256 Email

MAP MutualAidPlan.org Activate Plan Status Normal

MAP Plan Administration My Facilities Documents Reports Contact Us Notification Only

MassMAP > My Facilities > Abbott House Nursing Home

Facility Info 9:9-15 10:57 AM Contacts 1:24-17 10:06 AM LTC Beds 1-6-15 10:17 AM Evac. Sites 11-25-14 8:13 AM Stop Over Points 1-15-17 12:38 PM Equipment 6-23-14 1:58 PM Supplies 5-19-14 10:32 AM Transportation 1-18-15 12:10 PM Vehicles 3-2-15 1:38 PM Vendors 3-6-15 1:31 PM Patient Tracking Not Available

INSTRUCTIONS: Please fill in all primary leadership and management staff that should be communicated with during an emergency. This should be between 3 and 7 individuals at a facility. Example – if you had a substantial fire in your facility, who is getting called. Those are the people we want here. [More >>](#)

Contact List Add a New Contact Print Contact List Most Recent Update: 24 Jan 2017 10:06:32 AM

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