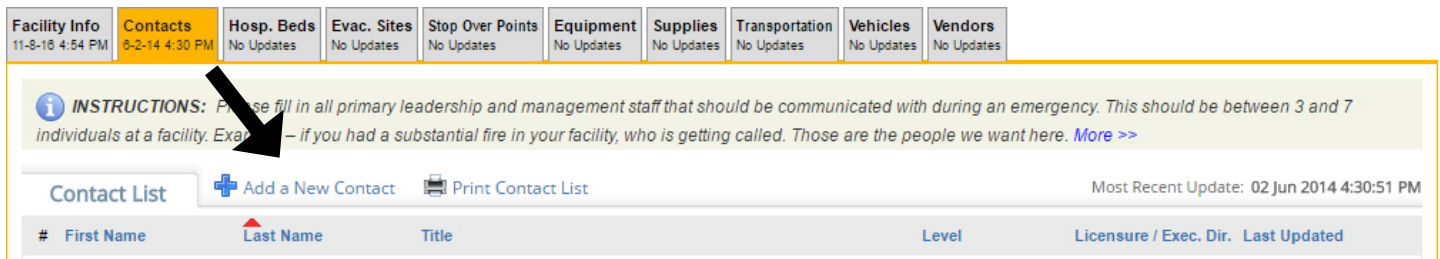
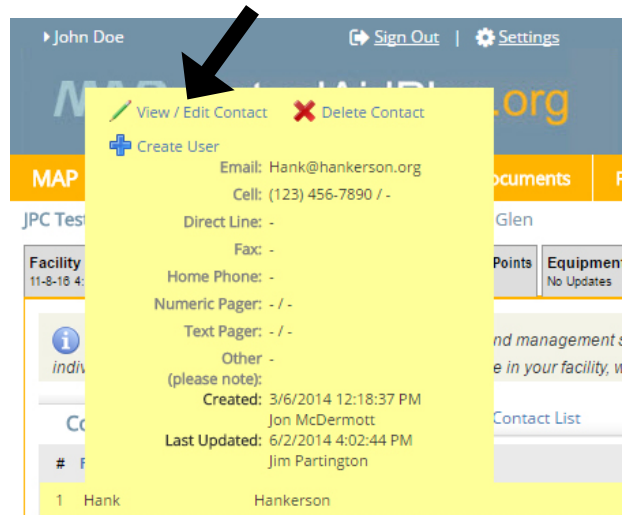


Quick Reference Guide

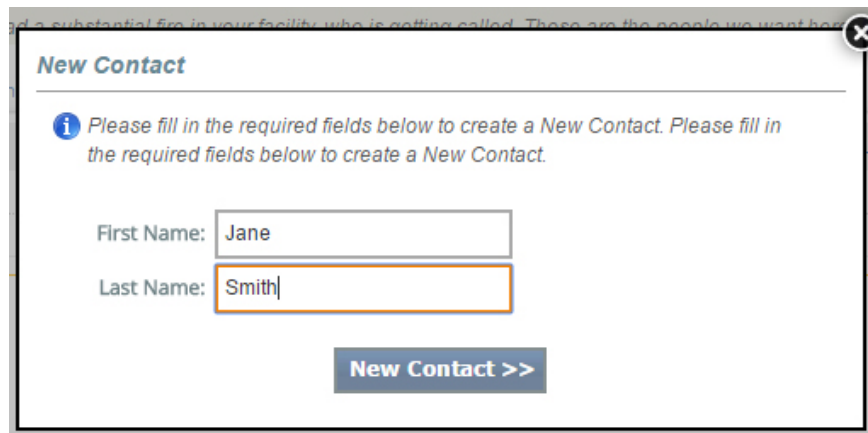
► Updating Your Facility Contacts

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.mutualaidplan.org, choose your state and log into your facility.
- Click on the "Contacts" Tab
- 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."



- Enter the First and Last Name in the pop-up window and click on "New Contact."



Quick Reference Guide

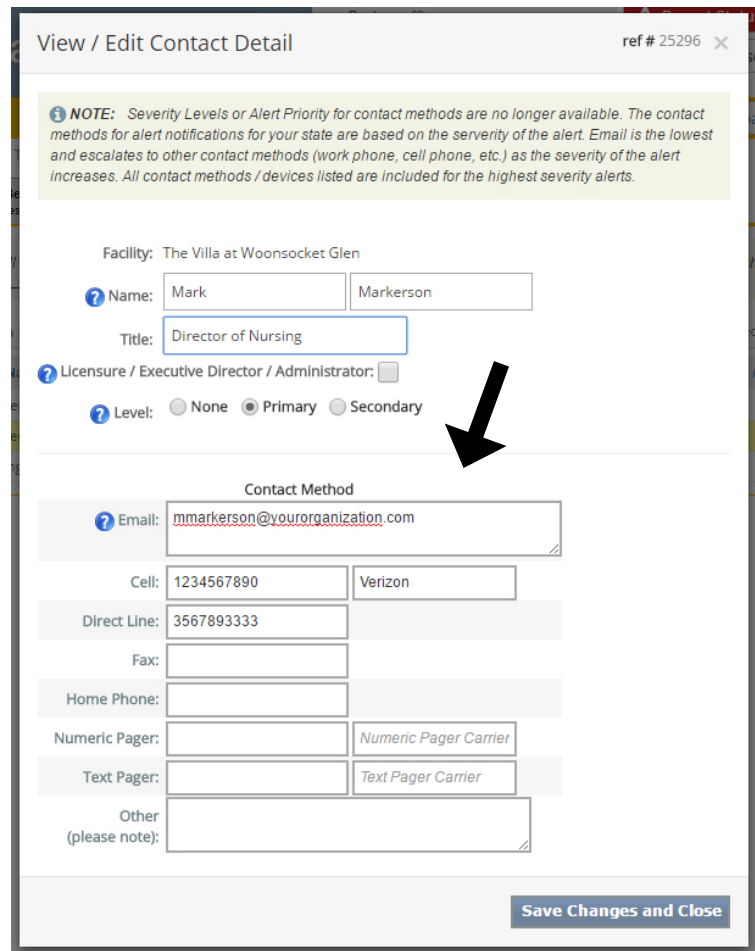
► Updating Your Facility Contacts

► Enter Contact Details

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

► 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".*



View / Edit Contact Detail ref# 25296 x

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: The Villa at Woonsocket Glen

Name:

Title:

Licensure / Executive Director / Administrator:

Level: None Primary Secondary

Contact Method

Email:

Cell:

Direct Line:

Fax:

Home Phone:

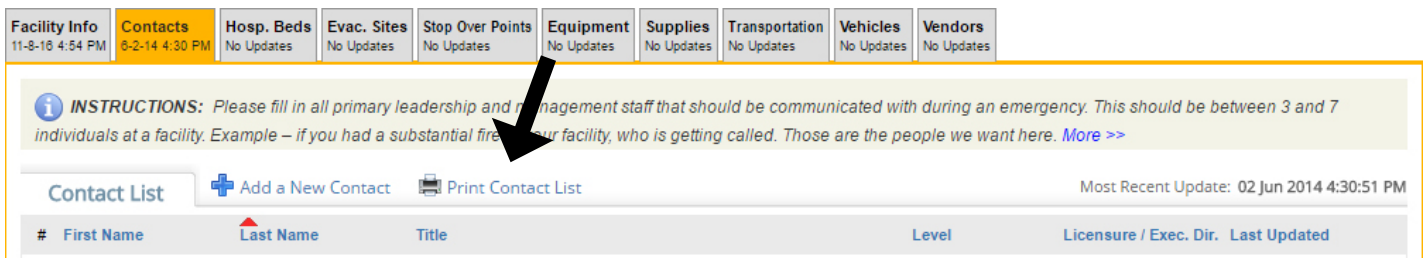
Numeric Pager:

Text Pager:

Other (please note):

Save Changes and Close

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



Facility Info 11-8-16 4:54 PM | **Contacts** 6-2-14 4:30 PM | Hosp. Beds No Updates | Evac. Sites No Updates | Stop Over Points No Updates | **Equipment** No Updates | Supplies No Updates | Transportation No Updates | Vehicles No Updates | Vendors No Updates

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 at 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: 02 Jun 2014 4:30:51 PM

#	First Name	Last Name	Title	Level	Licensure / Exec. Dir.	Last Updated
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