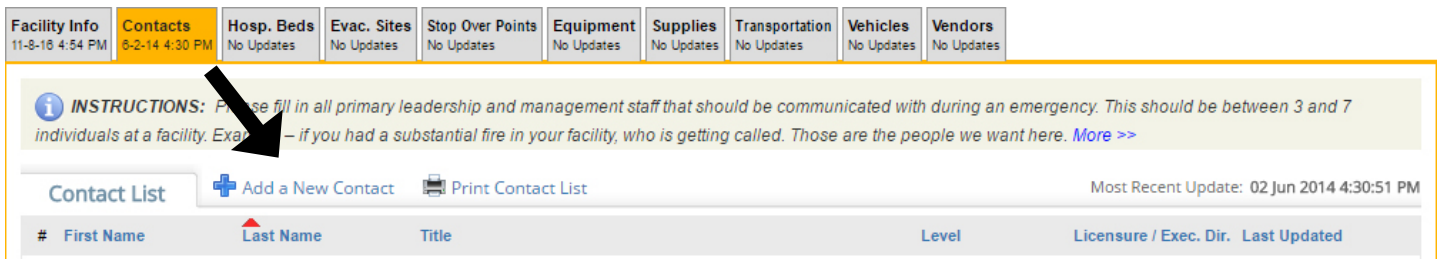
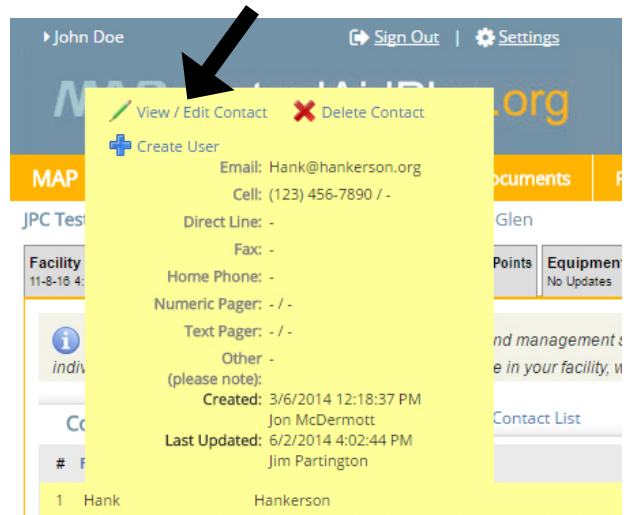


Quick Reference Guide

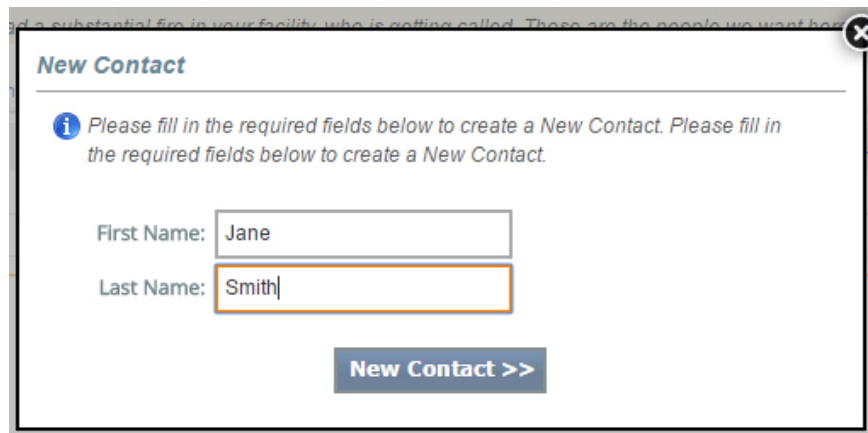
► Updating Your Facility Contacts

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".*

► 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
---	------------	-----------	-------	-------	------------------------	--------------