

# MassMAP 2018 Exercise

## Document & Photo Uploading Instructions

To be compliant with Centers for Medicare and Medicaid Services (CMS) and the Executive Office of Elder Affairs (EOEA) you will be required to provide documentation of your involvement for this exercise.

We are requesting that you provide photos of your:

- Command Center
- Intake / Triage Area
- Surge Area

You will also be asked during the exercise to submit other documents.

**Please follow the instructions below for uploading your Photos and Documents:**

1. In ***ONE (1) email*** submit all your documents to [photos@mutualaidplan.org](mailto:photos@mutualaidplan.org)
  - a. Subject Line – Your Facility Name and Region Number
2. Attach the following:
  - a. All Photos
  - b. All documents