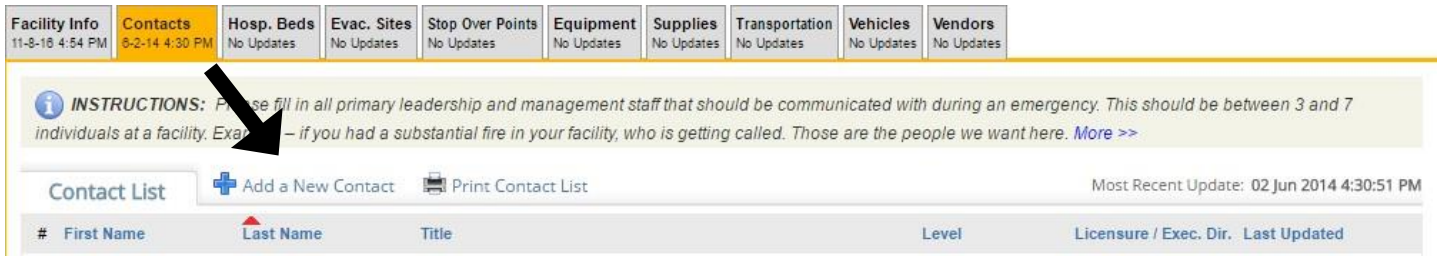
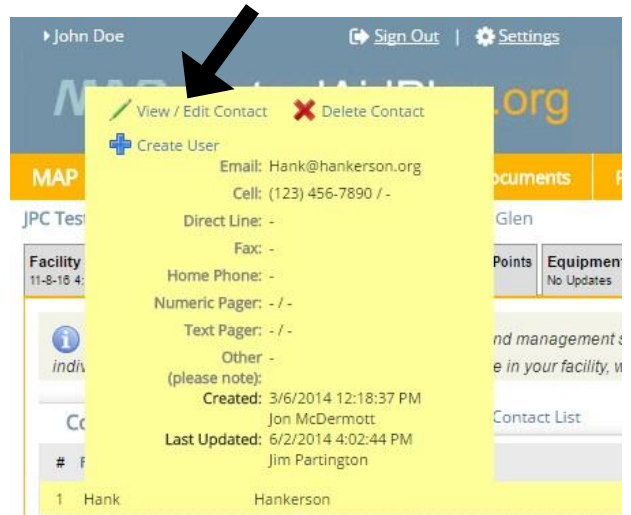


# Quick Reference Guide

## ► 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](http://www.mutualaidplan.org), choose your state and log into your facility.
- Click on the “Contacts” Tab.
- To Delete a Contact: Hover your cursor over the contact name and select “Delete Contact”.
- 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

- To change or update an existing contact's information, click on "View/Edit".
- Click on "Plan Administrator" and include information to be added or deleted. This information will be sent to the Plan Administrator for updating.

View / Edit Contact Detail
ref# 35483 ✕

 **Contact Name: Ann Smith**

**i** Information on this form can only be changed by a [Plan Administrator](#). If this contact no longer works at your facility, please close this window and delete the contact from the list. If this is a new contact, use the "Add a New Contact" button to enter the information.

Facility: Fall River Healthcare

Title: Director of Nursing

Primary State Licensure Contact for Facility?

**?** Level:  None  Primary  Secondary

Include in Health and Homeland Alert Network (HHAN)

**Contact Method**

**?** Email: ann.smith@fallriverhealthcare.com

Cell: (508) 123-4569 / Sprint  Check here to receive these alert messages by text  
\*Standard text message rates per your plan may apply

Direct Line: 508-123-7410

Fax: 508-789-5252

Home Phone:

Numeric Pager: - / -

Text Pager: - / -

Other -  
(please note):

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
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**i** **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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