

## HANDOUT #2

LTC-MAP

### Updating your Facility Contacts

In time of crisis, communications can present a challenge for a facility. 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).

- + Go to [www.mutualaidplan.org/ri](http://www.mutualaidplan.org/ri) and log into your facility
- + Click on the "Contacts" Tab
- + To Add a New Contact: Click on "Add a New Contact"
  - Enter the First and Last Name and click on "New Contact"
  - Enter Contact Detail (see screenshot below)
  - Click "Save Changes and Close"
- + To Update a Current Contact: Hover your cursor over their name and click "View/Edit Contact"
- + To print Contact List, click on "Print Contact List" and insert into your Disaster Plan.

**MAP** View / Edit Contact Detail ref # 21163

**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: Alpine Nursing Home Inc

Contact 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):

#	First Name
1	Evelyn
2	New
3	Paul
4	Rodney
5	Kyle