

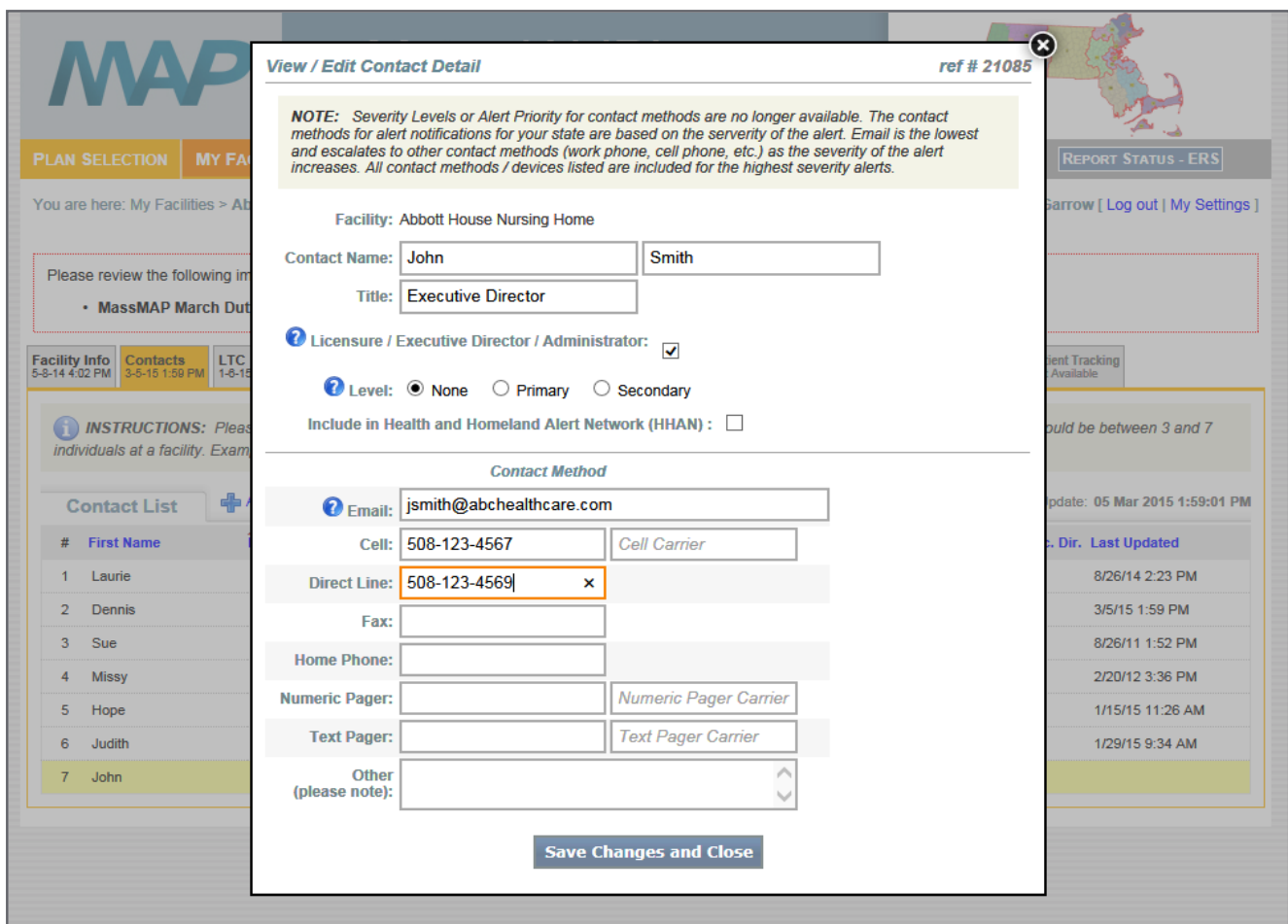
HANDOUT #1

MassMAP

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.massmap.org 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.



The screenshot shows the 'View / Edit Contact Detail' form for a contact named John Smith at Abbott House Nursing Home. The form includes a note about severity levels, a facility selection dropdown, and various contact information fields. The 'Direct Line' field is highlighted with an orange border. A 'Contact List' sidebar is visible on the left, and a 'Report Status - ERS' section is on the right.

View / Edit Contact Detail ref # 21085

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: Abbott House Nursing Home

Contact Name:

Title:

Licensure / Executive Director / Administrator:

Level: None Primary Secondary

Include in Health and Homeland Alert Network (HHAN):

Contact Method

Email:

Cell:

Direct Line:

Fax:

Home Phone:

Numeric Pager:

Text Pager:

Other (please note):

Contact List

#	First Name
1	Laurie
2	Dennis
3	Sue
4	Missy
5	Hope
6	Judith
7	John

Report Status - ERS

Dir.	Last Updated
	8/26/14 2:23 PM
	3/5/15 1:59 PM
	8/26/11 1:52 PM
	2/20/12 3:36 PM
	1/15/15 11:26 AM
	1/29/15 9:34 AM