

MassMAP 2021 Exercises

Document / Photo Emailing Instructions

As part of the MassMAP 2021 Full-Scale Exercise, we will be providing a Participation Report. To receive full participation credit, please submit the following documents, forms, and photos.

1. **In ONE (1) EMAIL** submit the documents and photos listed below to:
photos@mutualaidplan.org
 - a. **SUBJECT LINE:** Your Facility Name and Region Number

2. Attach the following:
 - a. Resident / Medical Record / Staff / Equipment Tracking Sheet
 - b. One (1) photo of the Command Center
 - c. One (1) photo of the Holding Area
 - d. One (1) photo of your process of evacuating mock residents
 - e. Inject #4 completed (only if your facility used the PDF Fillable document).
 - i. If your facility answered Inject #4 questions using the Google form, there is no need to submit as the answers are already recorded

If you have any questions regarding document submission, please contact Kim Joyce at Jensen Hughes. Kim.Joyce@jensenhughes.com