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, 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”.

![Contacts Tab](image)

- Enter the First and Last Name in the pop-up window and click on “New Contact”.

![New Contact](image)
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.

To print Contact List, click on “Print Contact List” and insert into your Disaster Plan.