How to Activate the
MassMAP Emergency Reporting System

(go to www.massmap.org)

I. **Two options to activate the MassMAP Emergency Reporting (go to www.massmap.org):**
    A. Click on "*Activate Emergency Reporting*"
        - Enter your Username and Password
        - Once logged in, click on "*Activate Emergency Reporting*" again
    B. Click *Log In* (upper left) and enter your Username and Password
        - Once logged in, click on "*Activate Emergency Reporting.*"

II. **What will I be asked when activating the Emergency Reporting System?**
    A. Your name, phone number and email address
    B. Reason for the activation:
        - Use drop down menu to select a reason (Drill / Exercise, Pre-storm / Event Preparation, Incident in Community, Incident at Facility)
        - Enter your facility name, city, region and description of incident
    C. Click "*Send Notification Email*"
        - You can send this to all entities in the designated regions, LTC only, Hospital only or Steering Committee only
    D. Click "*Activate ERS*"
    E. Click Yes when asked to Activate Emergency Reporting