



## FLPHA MOU Operational Plan

### Appendix 2.1: FLPHA MOU Activation Notification Protocol

#### I. Email or Phone Notification

- A. See Appendix 1.2: *FLPHA MOU Activation Distribution List* for appropriate contact information.

#### II. IHANS Notification

- A. Notification Priority: Alert
- B. Organization Types: County DOH
- C. Region: Western Regional Officer - Rochester
- D. List of Facilities for Each Organization Type:
  - 015 - Chemung County DOH - Chemung - Western Regional Office - Rochester
  - 051 - Livingston County Health Dept. - Livingston - Western Regional Office - Rochester
  - 055 - Monroe County Health Dept. - Monroe - Western Regional Office - Rochester
  - 069 - Ontario County Public Health - Ontario - Western Regional Office - Rochester
  - 097 - Schuyler County DOH - Schuyler - Western Regional Office - Rochester
  - 099 - Seneca County Health Department (DOH) - Seneca - Western Regional Office - Rochester
  - 101 - Steuben County DOH - Steuben - Western Regional Office - Rochester
  - 117 - Wayne County Public Health - Wayne - Western Regional Office - Rochester
  - 123 - Yates County DOH - Yates - Western Regional Office - Rochester
- E. Role Choices:
  - Commissioner/Public Health Director
  - Incident Commander\_LHD
  - On\_Duty Public Health Officer
  - Public Health Preparedness\_Primary Contact

#### III. Suggested Messaging

- A. Suggested Phone Messaging:

“The Finger Lakes Public Health Alliance Intermunicipal Agreement has been activated by **Receiving County’s Name**. Please check your email for further information. Please listen through this message and acknowledge receipt by pressing nine. Please wait for the system to disconnect before hanging-up or you will continue to receive this notice.”

- B. Suggested Email Messaging:

“The Finger Lakes Public Health Alliance Intermunicipal Agreement has been activated by **Receiving County’s Name**. **Identify the event**. Please be on alert. Assets Request Form to follow.”