Evacuation of Facilities In Disaster Systems

Getting Started
The eFINDS Application Administrator or eFINDS Reporting Administrator role has permissions to add or inactivate an operation in eFINDS Evacuation or eFINDS Practice/Training.

To verify your role assignment, go to the My Content, on the Health Commerce System (HCS) menu bar. Verify your eFINDS role by clicking on the See what roles I hold link. If you are not in the proper eFINDS role, please contact your facility’s HCS Coordinator.

Click My Content > Change my contact information to update or verify your business and Emergency contact info.

Add a Facility Evacuation Operation
Operations, such as Coastal Storms, that effect multiple facilities and facility types will be created by NYS.

1. Log on to the HCS (https://commerce.health.state.ny.us) If you cannot remember your user id or password, please call Commerce Accounts Management Unit at 1-866-529-1890
2. Click eFINDS from My Applications in left side panel
3. Select either Evacuate or Practice Only
4. Verify or Select Location >
5. Click Admin from the eFINDS menu bar
6. Click Manage Operations
7. ALWAYS search Name list first to be sure you are not creating a duplicate operation
8. Select Begin Date > Event Type
   If you select Blizzard, Hurricane, Ice Storm or Snow Storm, then enter the Storm Name.
   If you select Other, then enter Other Description.
9. Enter location, e.g., your facility, town/city/village
10. Verify Active Status
11. Click Add Operation
   Note: You may need to click Add Operation twice.
12. Verify Operation YYYY-MM-DD EVENT TYPE LOCATION was created.

Operations created in eFINDS Training Demo do NOT appear in the eFINDS PROD evacuation list or vice versa.

Update Operation
1. Click Admin from the menu bar
2. Click Manage Operations
3. Search By Operation Name: Enter Operation Name
4. Click Operation Name from list
5. Edit as needed
6. Click Save Operation

Email confirmation of update will be sent. Please remember to Inactivate your operation when event is over. You will receive a reminder email every 90 days. If you choose to keep your operative active, please click the Extend Operation check box and click Save Operation.

Remember: ONLY active operations can be reported on!

For technical assistance please send email to informatics@health.ny.gov If evacuating, please include “EVACUATION HELP” in subject.