Add a Temporary Location
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 > Set Location
5. Click Admin from the eFINDS menu bar
6. Click Manage Locations
7. ALWAYS search Name list first to be sure you are not creating a duplicate temporary location
8. Enter Location Name (e.g. Public School# 304), Description (e.g. HS), town or city (e.g. Albany)
9. Enter Description, Address, City, State, Zip, Phone
10. Click Add Location
11. Verify Location Name Description Location was created.

If you create the location in Practice Only, it will not appear in the real evacuation site or vice versa.

Export the list of TMP Locations, by clicking on export icon

Remember: ONLY active TMP Locations can be reported on!

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