

Notification to Medical Staff Members in the Event of a Disaster Attachment 1

Procedure for an Emergency Notification:

The Medical Director and/or the Chairman of the Medical Staff Emergency Preparedness Committee and/or the Chief of Staff may initiate the emergency notification. Hospital IT Director (Jason Stewart) should be notified any time a notification is sent.

Method for sending the notification:

The current company used is Everbridge, a web based notification system. Go to: <https://manager.everbridge.net> to begin the process. Follow the steps below:

1. Enter Member ID and password
2. Select "Notifications" from the grey bar on the top of the page.
3. Create Message:
 - a. Title – name the message to be sent
 - b. Text – type the message to be sent or voice record message
 - c. Select Contacts – choose either individuals or groups. If sending to individuals, type in last name, search, then select the individual by clicking on the name. If sending to groups, all Medical Staff groups are named by Divisions, Medical Directors, MEC and Emergency Preparedness Committee
 - d. Settings – send message with default settings or can edit
 - e. Send and SaveTo select the group(s) the message is to be distributed to, click on the "Add" button
4. If computer system is down, Everbridge will send the message. Dial 877-220-4911. Member ID and password will be required.