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State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

August 4, 2016

AFL 16-13

**TO:** All Long-Term Care Facilities

**SUBJECT:** Facility Emergency Contact and All Facilities Letter (AFL) Recipient Information

**All Facilities Letter (AFL) Summary**

- The California Department of Public Health (CDPH) upgraded the California Health Alert Network (CAHAN) system.
- CDPH is requesting that all facilities provide an emergency contact and AFL recipient information.

On September 1, 2015, CDPH upgraded the CAHAN system. The CAHAN system is used by CDPH to send important mass notifications including Emergency Alerts, Health Notifications, Information Bulletins, and AFLs.

To improve communication and increase AFL distribution to facilities, CDPH requests all facilities provide the following information:

- Information for the designated emergency contact and an alternate. The emergency contact should be reachable and able to respond 24 hours a day.
- Information for the AFL recipient and an alternate. The AFL recipient may be anyone designated by the facility as the primary recipient for departmental communications.

All long-term care facilities can use the Survey Monkey link:

[https://www.surveymonkey.com/r/AllLTCEmerg\\_contacts](https://www.surveymonkey.com/r/AllLTCEmerg_contacts) to provide the requested contact information.

In addition, CDPH encourages facilities to sign-up with their respective county emergency medical services agency and/or local department of public health emergency communication system.



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If you have any questions regarding this AFL, please contact Andrea Barandas, CDPH, Emergency Preparedness & Disaster Response Section at 916-324-9480 or via e-mail at [CDPH\\_FacilityContactSurvey@cdph.ca.gov](mailto:CDPH_FacilityContactSurvey@cdph.ca.gov).

Sincerely,

**Original Signed by Jean Iacino**

Jean Iacino  
Deputy Director