



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



November 29, 2022

AFL 22-27

TO: All Facilities

SUBJECT: Facility Emergency Contact and All Facilities Letter Recipient Information

All Facilities Letter (AFL) Summary

- The California Department of Public Health (CDPH) is requesting updated emergency contact information from all facilities.
- CDPH is also requesting updated AFL recipient information.

CDPH responds to numerous public health situations including natural and man-made disasters and other emergencies such as wildfires, floods, earthquakes, mass casualty incidents, power outages, drinking water incidents, and infectious disease outbreaks, etc. Many of these situations may involve or affect licensed health care facilities and the patients and populations they serve.

To improve emergency communication, CDPH is requesting all facilities provide contact information for a designated emergency contact. The emergency contact may be anyone designated by the facility including the house supervisor; however, the listed emergency contact must be reachable and able to respond 24 hours a day. Facilities are encouraged to provide the email address for an alternate point of contact to serve as a backup to the designated emergency contact.

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

Please use the CDPH Facility Emergency Contacts Survey Web App (arcg.is/004Syz) to provide the requested emergency contact information.

Facilities who recently updated their emergency contact information and do not have any changes do not have to submit a new update.

Designation of an individual as a facility's emergency contact and the providing of that individual's contact information for inclusion in the California Health Alert Network (CAHAN) is voluntary. To every extent possible, personally identifiable information submitted will be kept confidential subject to the provisions of state and federal laws including, but not limited to, the California Information Practices Act of 1977, and only used for the purposes stated herein.

In addition to an emergency contact, CDPH encourages all facilities to provide contact information for a designated AFL recipient. The AFL recipient may be anyone designated by the facility as the primary recipient for departmental communications.

If you would like to receive AFL emails and are not a designated AFL recipient for a facility, you may send an email to LNCPolicy@cdph.ca.gov to be added to the AFL email distribution list. Please include the email address of the individual(s) and "AFL Distribution List" in the subject line.

If you have any questions regarding this AFL or for assistance in completing the survey, please email the CDPH Duty Officer by email at CHCQDutyOfficer@cdph.ca.gov.

Sincerely,

Original signed by Cassie Dunham

Cassie Dunham

Deputy Director

Center for Health Care Quality, MS 0512 . P.O. Box 997377 . Sacramento, CA
95899-7377
(916) 324-6630 . (916) 324-4820 FAX
Department Website (cdph.ca.gov)



Page Last Updated : November 29, 2022