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State Public Health Officer & Director

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



GAVIN NEWSOM
Governor

December 9, 2019

AFL 19-38

TO: All Facilities

SUBJECT: Facility Emergency Contact and All Facilities Letter (AFL)
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.

To improve emergency communication CDPH is requesting all facilities provide contact information for a designated emergency contact. The emergency contact must be reachable and able to respond 24 hours a day.

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

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.

Please use the following Survey Monkey link to provide the requested contact information:

[Emergency Contact Information Survey](https://www.research.net/r/CDPHEmergencyContact)
(<https://www.research.net/r/CDPHEmergencyContact>)

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.

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P.O. Box 997377 • Sacramento, CA 95899-7377
(916) 324-6630 • (916) 324-4820 FAX
[Department Website](http://www.cdph.ca.gov) (www.cdph.ca.gov)



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If you would like to receive AFL emails and are not a designated AFL recipient for a facility, you can 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, please contact Nirmala Badhan by email at Nirmala.Badhan@cdph.ca.gov.

Sincerely,

Original signed by Heidi W. Steinecker

Heidi W. Steinecker
Deputy Director