



**CHARLIE CRIST**  
GOVERNOR

## MEMORANDUM

TO: Area Agency on Aging Executive Directors **Notice #:****101308-1-I-PE**

FROM: E. Douglas Beach, Secretary

DATE: October 13, 2008

SUBJECT: Notice of Instruction: Silver Alert Procedures

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As you may know, Silver Alert was rolled out on October 8, 2008, by Governor Crist's Executive Order. The Department of Elder Affairs (DOEA), the Area Agencies on Aging (AAAs) and the aging network will all be participants. Local law enforcement has lead responsibility for administration, coordination and reporting, as this is a public safety issue. **Please look at the attached letter sent out by FDLE.**

**E. DOUGLAS BEACH, PH.D.**  
SECRETARY

When law enforcement issues a BOLO (Be On the Look Out) along with backup information and pictures, we want to get the information to you and the network as soon as possible. Please note: at this point the information would be in the public domain, so no patient confidentiality issues would come into play.

Upon receipt of a Silver Alert, DOEA will forward the notification to all AAAs so you can then forward it to those in your network who you have determined may be of assistance. Time is critical whenever an impaired individual is missing, so we recommend setting up a rule in GroupWise that will automatically forward Silver Alerts.

To assist in the dissemination of the alerts, DOEA has set up eleven GroupWise accounts named [SilverAlert\\_PSA1@elderaffairs.org](mailto:SilverAlert_PSA1@elderaffairs.org) through [SilverAlert\\_PSA11@elderaffairs.org](mailto:SilverAlert_PSA11@elderaffairs.org) (for example, PSA 1's GroupWise account will be named [SilverAlert\\_PSA1@elderaffairs.org](mailto:SilverAlert_PSA1@elderaffairs.org) and PSA 4's GroupWise account will be named [SilverAlert\\_PSA4@elderaffairs.org](mailto:SilverAlert_PSA4@elderaffairs.org)). These accounts will be set up on DOEA's local GroupWise post office. The Executive Director and LAN Administrator at each AAA will be given full proxy rights to their GroupWise account. Each AAA should create a GroupWise rule that forwards each alert received from [SilverAlert@elderaffairs.org](mailto:SilverAlert@elderaffairs.org) to the appropriate network staff. DOEA is available to assist you in setting up these rules.

In the event that local law enforcement contacts you directly, we would like you to confirm that DOEA has been notified via [SilverAlert@elderaffairs.org](mailto:SilverAlert@elderaffairs.org). We must caution our network to keep communications with local law enforcement to a bare minimum, so they can concentrate on the search.

Once the missing elder is found, a Silver Alert cancellation message will be broadcast.

Let us know if you have any ideas for improvement or concerns with these steps.

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