



CHARLIE CRIST
GOVERNOR

E. DOUGLAS BEACH, PH.D.
SECRETARY

MEMORANDUM

TO: Area Agency on Aging Executive Directors **Notice #: 123008-1-I-PE**

FROM: E. Douglas Beach, Secretary

DATE: December 30, 2008

SUBJECT: Notice of Instruction: Email Information for Silver Alert

As you may know, Silver Alert was rolled out on October 8, 2008, by Governor Crist's Executive Order. The Department of Elder Affairs, the Area Agencies on Aging (AAAs) and the aging network will all be participants.

As outlined in Notice #101308-1-I-PE, upon receipt of a Silver Alert email the Department forwards the email notification to all eleven Silver Alert GroupWise accounts set up for this purpose. The Executive Director and LAN Administrator at each AAA were given full proxy rights to their Silver Alert GroupWise account. Each AAA should have created a GroupWise rule that forwards each alert received from SilverAlert@elderaffairs.org to the appropriate network staff. If you need assistance setting up or modifying a GroupWise rule, please contact John Wurtele at Wurtelej@elderaffairs.org.

In addition, to ensure that each lead agency receive each Silver Alert notification, I am requesting that you provide to the Department one email address for each lead agency operating in your Planning and Service Area. The Department will then forward each Silver Alert email to these email addresses. Please send the name of each lead agency and their email address to Fae Wilkes at Wilkesfe@elderaffairs.org.

Thank you for your attention in this important matter.

**4040 ESPLANADE WAY
TALLAHASSEE
FLORIDA, 32399-7000**

phone **850.414.2000**
fax **850.414.2004**
TDD **850.414.2001**

<http://elderaffairs.state.fl.us>