



How the Health Department Gets Their Messaging Out to the Public



Health Department Main Phone Number – 315-253-1560

- Answered by a live person during normal business hours Monday – Friday.
- Answered by our answering service at night, weekends and holidays.
 - The answering service will direct calls to an appropriate staff member or will take a message and relay that when the office re-opens.

Health Department Email Address – cchealth@cayugacounty.us

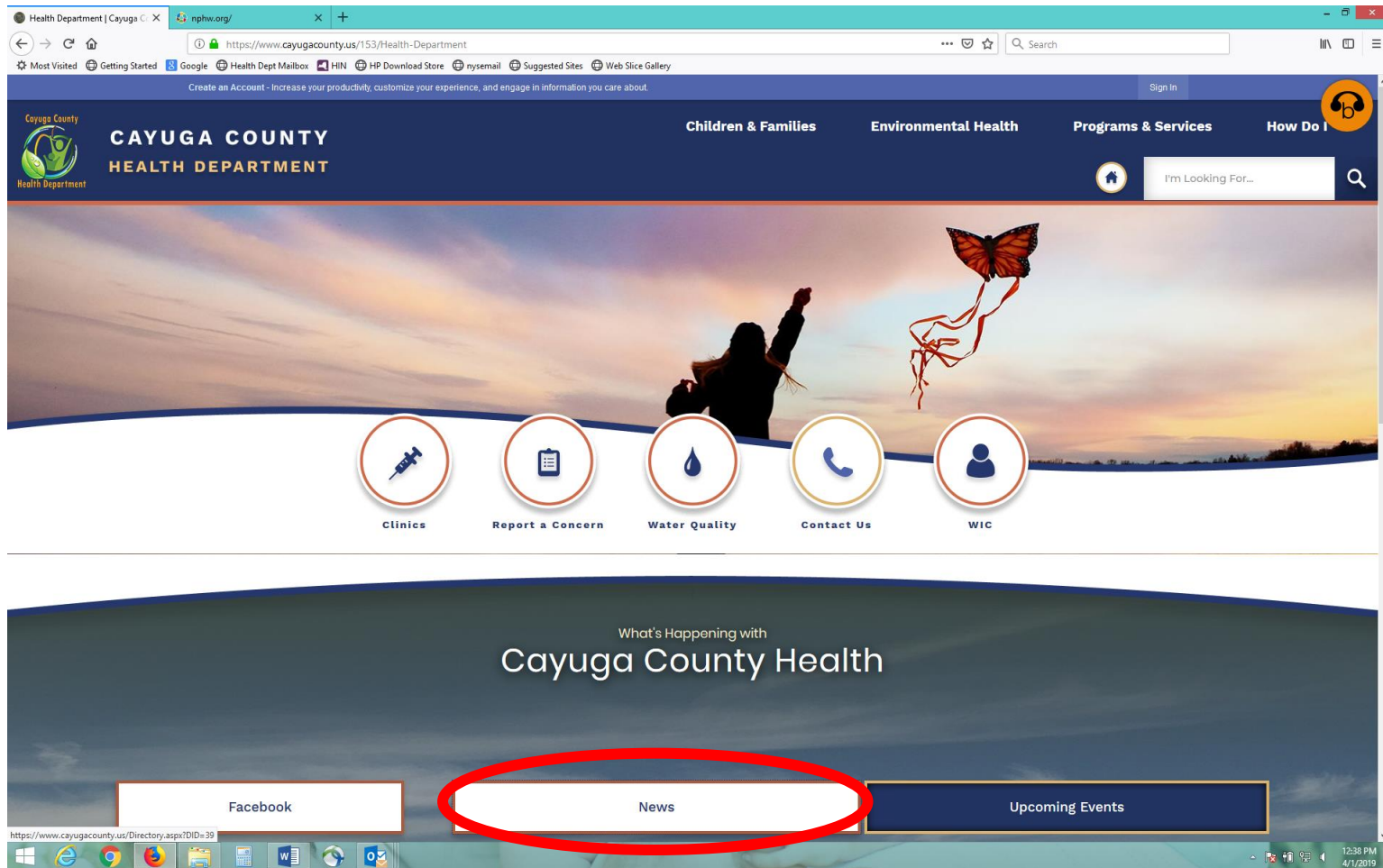
- We have set up a general email address which is posted on our website for the public to email questions, concerns and complaints to.
- This email is automatically forwarded to Health Department staff and a response is given typically within 1-3 business days.

Health Department Facebook Page –

- Search Cayuga County Health Department on Facebook and like our page.
 - Only people that like our page will get our updates and posts.
 - The most current health information is posted on our Facebook page in addition to our website.

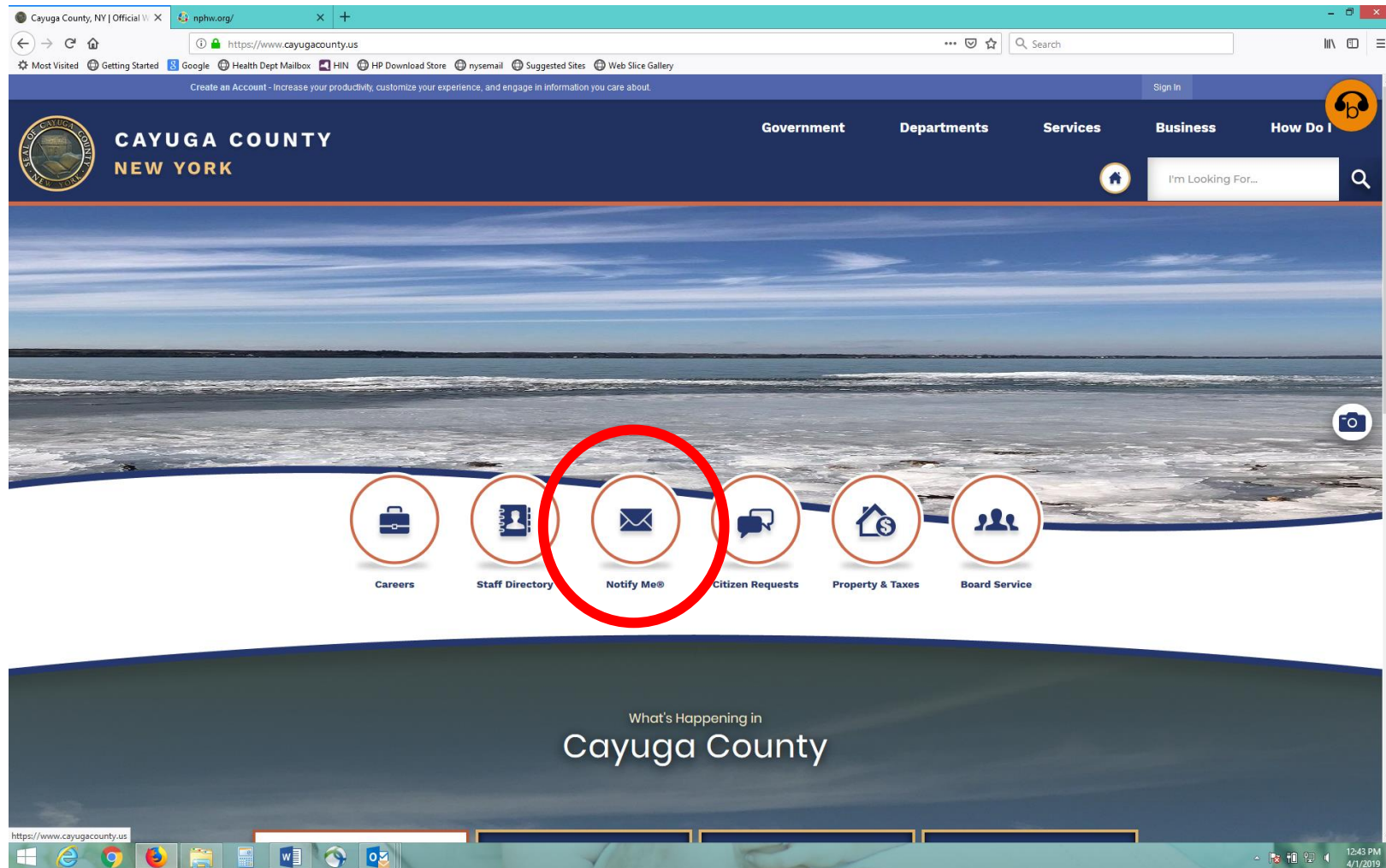
Health Department Website – www.cayugacounty.us/health

- Press Releases can be found under NEWS on the homepage.
- Emergency information will be posted at the top of the page.



Cayuga County website – www.cayugacounty.us

- Step #1
 - Select the Notify Me button on the County’s website to sign up for notifications about certain departments.



County Website

- Step #2 –
 - Subscribe with an email address and select the alerts from which departments you wish to receive.
 - Select Health Department Alerts

The screenshot shows the Cayuga County website at <https://www.cayugacounty.us/list.aspx>. The page features a navigation menu with 'Government', 'Departments', 'Services', 'Business', and 'How Do I'. A search bar is located on the right. The main content area is titled 'Notify Me' and includes a form for entering an email address and a 'Sign In' button. Below the form is an 'Alert Center' table listing various alert categories.

Notify Me

1. Type your email address in the box and select **Sign In**.
2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click and/or next to the lists to which you wish to subscribe/unsubscribe.

Please sign in to subscribe, unsubscribe, or manage your subscriptions

Email Address

Sign In

Alert Center

METHOD	LIST NAME	DESCRIPTION
<input type="checkbox"/>	Building Closures	Be alerted when county buildings are closed for special occasions or weather-related occurrences.
<input type="checkbox"/>	Election Alerts	Be notified about upcoming elections.
<input checked="" type="checkbox"/>	Health Department Alerts	Be alerted about health and environmental issues (i.e. HABs, boil water orders, public bathing beach closures)
<input type="checkbox"/>	Human Resources & Civil Service	Receive "last minute" exam deadlines and cancellations notices
<input type="checkbox"/>	Legislature Alert	Get notifications about meeting cancellations and other time-sensitive information relating to the Cayuga County Legislature.
<input type="checkbox"/>	Town and County Tax Reminder	Be reminded about due dates for town and county taxes
<input type="checkbox"/>	Travel and Weather Advisories	Receive notifications about Cayuga County travel and weather advisories from the Sheriff's Office.

County Website

- Step # 3
 - Select Health Press Release

from the Sheriff's Office.



News Flash

METHOD	LIST NAME	DESCRIPTION
<input type="checkbox"/>	County Clerk News	
<input checked="" type="checkbox"/> <input type="checkbox"/>	County News	Receive the latest Cayuga County news in your email inbox or as a text message.
<input checked="" type="checkbox"/> <input type="checkbox"/>	County Spotlights	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Health Press Releases	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Real Property News	Check back for important information and deadlines relating to Cayuga County Real Property & Tax Services.

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Press Releases –

- Emailed to all local media (Print, TV and Radio)
- Emailed to Cayuga County Employees, Legislators, Board of Health Members and Dr. Gioia
- Posted on our website (www.cayugacounty.us/health) and our Facebook Page (Cayuga County Health Department)
- Depending on the situations we can email to City Officials, Town/Village Clerks, Schools, Hospitals and Healthcare Facilities and others depending on the topic.
- We also have the capability to Blast Fax to particular groups (doctors' offices, veterinarians, health care facilities, etc.)
- If you register for Notify Me on the Cayuga County website (www.cayugacounty.us) you will receive our press releases.
 - Follow the instructions on the previous three pages.

Reverse 911 (Hyper - Reach) – <https://secure.hyper-reach.com/comsignup.jsp?id=12642>

- **In an emergency situation**, the Cayuga County Health Department would utilize the Reverse 911 System to communicate with members of the community.
- Mobile/Cellular phone numbers must be registered with the Reverse 911 system in order to receive the information. Landlines do not need to be registered. You can also register email addresses.