



**CHARLIE CRIST**  
GOVERNOR

## 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

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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, 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](mailto: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](mailto: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](mailto:Wilkesfe@elderaffairs.org).

Thank you for your attention in this important matter.

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

4040 ESPLANADE WAY  
TALLAHASSEE  
FLORIDA, 32399-7000

phone 850.414.2000  
fax 850.414.2004  
TDD 850.414.2001

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