
ND HEALTH ALERT NETWORK (HAN) ALERT REQUEST FORM

Name & Email of Requester: _____

Publish: Immediately Schedule a Date & Time: _____

Type of Alert: Alert Update to Previous Alert Cancel Error

Health Advisory: (Must be on HAN Template Letterhead and must be approved by the Public Information Office)

Status: Actual (Real alerts must be sent to Incident Command for approval)

Exercise Test

Severity: Extreme Severe Moderate Minor Unknown

Mark as Sensitive:

Delivery Method: Voice Email Text Fax
(Check all that apply, must have Cell phone Email address for Text delivery)

Voice Alert Details: Attempt voice calls _____ times (default is 2). Call Voice 1 only

Opening Prompt Live Answer Confirm Receipt

Notification Message: (For Voice messages this should be short and to the point. For Email messages please limit to 200 characters with spaces – if the message is longer please save as an attached PDF or Word Document)

Recipient List:

Document Attached:

Approved by Incident Command:

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DEFINITIONS

- Alert:** The initial Alert to be sent out. This can be an emergency situation usually requiring some sort of action or a Health Advisory initiated through the ND Dept. of Health or the Centers for Disease Control (CDC).
- Update:** This is a follow up alert to an original alert, For ex: an update to vaccination information sent as a Health Advisory from the CDC.
- Cancel:** This alert cancels a previously sent alert.
- Error:** This alert acknowledges erroneously sent information in a previous alert. (can also be sent as an update)
- Status:**
- Actual:** This is for a real event.
 - Exercise:** Not a real event. Used to exercise our response.
 - Test:** Not a real event. Used to test system functionality.
- Severity:** Indicates the level of significance of the event.
- Extreme:** Extraordinary threat to life or health; warrants immediate action or attention.
 - Severe:** Significant threat to life or health; warrants immediate action or attention.
 - Moderate:** Possible threat to life or health; may require immediate action.
 - Minor:** Minimal or non-existent threat to life or health; unlikely to require immediate action.
 - Unknown:** Unknown level of threat to life or health; may require immediate action.
- Sensitive:** Indicates whether the alert contains sensitive information. Users must have a Contact ID code set up within the system to receive these alerts.