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# ND HEALTH ALERT NETWORK (HAN) ALERT REQUEST FORM

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**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.