

Lincoln County
Health Alert Network (HAN) Protocol
December 2017

APPROVAL AND IMPLEMENTATION

LCHD HAN Protocol

This document is hereby approved for implementation and supersedes all previous editions.

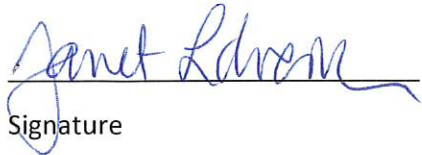


Signature

1-6-17

Date

Dr. Brad Black, MD,
Health Officer



Signature

4 Jan 2017

Date

Janet Ivers, Chair
Board of Health



Signature

1-4-17

Date

Kathi Hooper, Director
Health Department

Introduction: The Montana Health Alert Network (HAN) is a network used to distribute important health messages from Centers for Disease Control and Prevention (CDC) and the Montana Department of Public Health and Human Services (DPHHS). HAN messages are typically received from DPHHS and may address a broad spectrum of health related issues. Lincoln County Health Department is expected to review these messages and to respond to them in a timely manner disseminating the information as appropriate.

Purpose: This plan was developed to ensure that HAN messages from DPHHS are received by Lincoln County Public Health and distributed to appropriate audiences to protect public health.

Procedures for response

Receiving HAN Message:

- HAN messages will be sent from DPHHS to by email and phone to primary and secondary HAN contacts. It will be sent by telephone in the form of an automated message providing a call back number for more information and instructions for receipt confirmation.
- When a HAN message is received the contact will acknowledge receipt and evaluate the content of the HAN message to determine its urgency and distribution criteria.
- 24/7 receipt of messages:
 - Messages may be received by email at jmccully@libby.org (primary), rblack@libby.org (secondary) or by phone at 406-283-2465. Email messages can be accessed during non-business hours by the primary HAN contact.
 - Staff will be assigned to monitor email and office phone Monday – Friday.
 - Staff will be assigned to monitor email 24/7

Distributing HAN Message:

- All email or fax messages will use a cover letter designed for HAN distribution with key contact information (see Appendix A). The message will be edited and local information will be added as appropriate.
- The primary or secondary HAN contact will review the contents of the message and determine the appropriate recipients (see Appendix B). List may include, but is not limited to:
 - Healthcare Providers
 - Hospitals
 - Clinics
 - Labs
 - Schools
 - Emergency Services
 - Law Enforcement
 - Functional Needs
 - Sanitarians
 - Emergency Management
 - Board of Health
 - Media
 - Pharmacies
- A HAN message that requires an immediate response during non-business hours will be distributed by email as usual, however, may also be delivered by telephone or in person at the direction of the Public Health Officer.
- Communication equipment used in HAN system may include:

- Email
- Fax
- Text message
- Landline
- Cell phone
- In-person hardcopy

Local Health Alert messages

Local health alert messages may be created to address local situations requiring increased vigilance and response or to address emerging situations.

- All local messages will be sent with approval from the Health Department Director, Sanitarian or Health Officer
- All local alerts regarding emerging situations will be sent to state officials at hhshan@mt.gov

Levels of Health Alert Messages

Health Alert messages will be sent using a system which duplicates the state and federal system of:

- Alert – conveys the highest level of importance, warrants immediate action or attention
- Advisory – provides important information for a specific incident or situation; may not require immediate action
- Update – provides updated information regarding an incident or situation; unlikely to require immediate action

Testing of HAN system

HAN contact information will be tested, reviewed and updated on a quarterly basis.

Appendix A: HAN Cover Sheet Template for Fax/Email

Lincoln County Public Health Emergency Preparedness

418 Mineral Avenue, Libby, MT 59923

Phone: 406-283-2465 | Fax 406-283-2466

NAME – TITLE

HEALTH ALERT NETWORK

Date: XX/XX/XXXX

This is a DPHHS HAN ADVISORY 20XX-XX: TITLE.

Please see attachments for HAN information.

Categories of Health Alert Messages

Health Alert: Conveys the highest level of importance; warrants immediate action or attention.

Health Advisory: Provides important information for a specified incident or situation; may not require immediate action or attention.

Health Update: Provides general information regarding a situation or opportunity; does not typically require immediate action.

Information Service: passes along low level priority messages that do not fit other HAN categories and are for informational purposes only.

SIGNATURE

Appendix B: Contact List

ORGANIZAN	City	email
FAMILIES IN PARTNERSHIP, INC	LIBBY	fipehs@icloud.com
NORTHWEST CHC	LIBBY	allison.mischenko@northwestchc.org
LIBBY CLINIC	LIBBY	belinda8362@gmail.com
FAMILIES IN PARTNERSHIP, INC	LIBBY	fipehsbeth@yahoo.com
CENTERS FOR ASBESTOS RELATED DISEASE	LIBBY	brad@libbyasbestos.org
CITY OF LIBBY, LINCOLN COUNTY	LIBBY	libbylocal@yahoo.com
NORTHWEST CHC	LIBBY	chad.rebo@northwestchc.org
LIBBY SCHOOL DISTRICT	LIBBY	barringerc@libbyschools.org
CABINET PEAKS FAMILY MEDICINE	LIBBY	woyda@cabinetpeaks.org
TROY ELEMENTARY SCHOOL	TROY	drewerts@troyk12.org
DPHHS HAN	HELENA	hhshan@mt.gov
LINCOLN COUNTY BOARD OF HEALTH	LIBBY	gjamison@libby.org
LIBBY CLINIC	LIBBY	cgunther@frontiernet.net
LIBBY CLINIC	LIBBY	gregrice@frontiernet.net
TROY SCHOOL DISTRICT	TROY	jfrancom@troyk12.org
LINCOLN COUNTY BOARD OF HEALTH	LIBBY	jivers@libby.org
NORTHWEST CHC	LIBBY	jana.hall@northwestchc.org
CABINET PEAKS MEDICAL CENTER	LIBBY	jm599@frontiernet.net
LINCOLN COUNTY HEALTH DEPARTMENT	LIBBY	jmccully@libby.org
LINCOLN COUNTY	TROY	jbennett@libby.org
LIBBY MIDDLE/HIGH SCHOOL	LIBBY	germanyj@libbyschools.org
EUREKA SCHOOL DISTRICT	EUREKA	jmepham@teameureka.net
NORTHWEST CHC	LIBBY	joseph.chopyak@northwestchc.org
CABINET PEAKS MEDICAL CENTER	LIBBY	jnico@cabinetpeaks.org
EUREKA HIGH SCHOOL	EUREKA	jgraves@teameureka.net
CABINET PEAKS MEDICAL CENTER	LIBBY	jth13@cabinetpeaks.org
PRIVATE PRACTICE	LIBBY	joyce@familymidwives.com
LIBBY ELEMENTARY SCHOOL	LIBBY	dodsonk@libbyschools.org
LINCOLN COUNTY HEALTH DEPARTMENT	LIBBY	khooper@libby.org
LIBBY PUBLIC PRESCHOOL	LIBBY	k.foss@kootenaivalleyheadstart.org
CABINET PEAKS MEDICAL CENTER	LIBBY	krebo@cabinetpeaks.org
EUREKA HEALTH CARE	EUREKA	kfleenor@krmc.org

CABINET PEAKS MEDICAL CENTER	LIBBY	ercanbrack@cabinetpeaks.org
LIBBY CLINIC	LIBBY	lclab@frontier.com
CABINET PEAKS MEDICAL CENTER	LIBBY	lyn@cabinetpeaks.org
LINCOLN COUNTY BOARD OF HEALTH	TROY	manderson@libby.org
NORTHWEST CHC	LIBBY	maria.clemons@northwestchc.org
LINCOLN COUNTY	LIBBY	mpeck@libby.org
NORTHWEST CHC	LIBBY	matt.bauer@northwestchc.org
EUREKA HEALTH CARE	EUREKA	msmith@nvhosp.org
LINCOLN COUNTY	EUREKA	mcole@libby.org
NORTHWEST CHC	LIBBY	nicky.willey@northwestchc.org
LIBBY CLINIC	LIBBY	lcmanager@frontiernet.net
LIBBY PUBLIC PRESCHOOL	LIBBY	prayome@frontiernet.net
CABINET PEAKS FAMILY MEDICINE	LIBBY	rcoch@cabinetpeaks.org
CABINET PEAKS MEDICAL CENTER	LIBBY	rridd@cabinetpeaks.org
LIBBY ELEMENTARY SCHOOL	LIBBY	goodmanr@libbyschools.org
LIBBY MIDDLE/HIGH SCHOOL	LIBBY	rogersr@libbyschools.org
NORTHWEST CHC	LIBBY	samantha.pyle@northwestchc.org
CABINET PEAKS FAMILY MEDICINE, LINCOLN COUNTY BOARD OF HEALTH	LIBBY	hudsac@cabinetpeaks.org
CABINET PEAKS FAMILY MEDICINE	LIBBY	slace@cabinetpeaks.org
LIBBY CLINIC	LIBBY	sevy1@hotmail.com
EUREKA SCHOOL DISTRICT	EUREKA	smettert@teameureka.net
EUREKA HEALTH CARE	EUREKA	sneilson@nvhosp.org
CABINET PEAKS MEDICAL CENTER	LIBBY	swoc4@cabinetpeaks.org
LINCOLN COUNTY	LIBBY	steve5@frontiernet.net
LIBBY SCHOOL DISTRICT	LIBBY	holters@libbyschools.org
CABINET PEAKS FAMILY MEDICINE	LIBBY	tbrad@cabinetpeaks.org
EUREKA ELEMENTARY	EUREKA	tutter@teameureka.net