



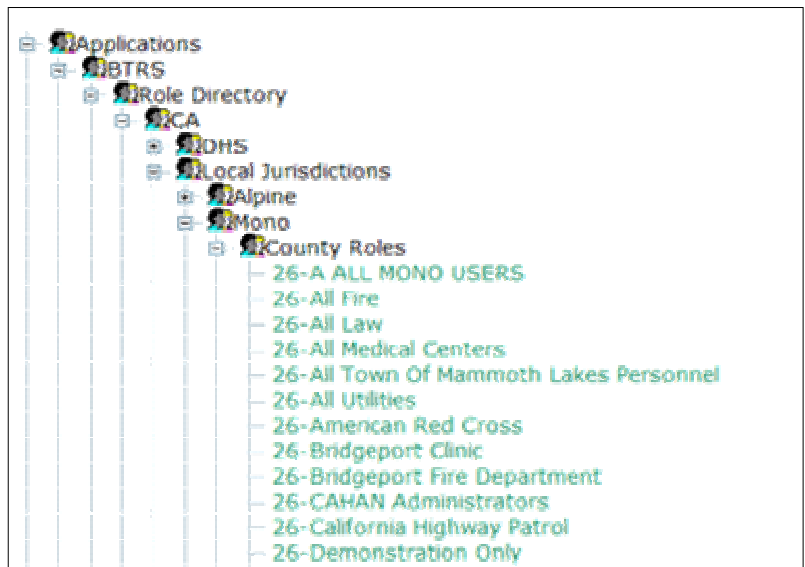
## Mono County CAHAN Alert Protocols

### Alert Level

<b>High Alert:</b> – Act –	A high level alert is sent when there is imminent threat either now or in the near future of loss of life.
<b>Medium Alert:</b> – Be Ready to Act –	A medium level alert is sent when there is a potential hazard that one would need to know about in the near future.
<b>Low Alert:</b> – Be Aware –	A low level alert is sent when a message needs to be sent, but not necessarily right away.

### How to send an alert

1. Go to the Mono County Public Health Department web site at [www.monohealth.com](http://www.monohealth.com).
2. Click on “CAHAN Alert Managers” on the left lower side of the screen.
3. Click on the “Send A New Alert” button.
4. Enter your User Name and Password and click “Ok”.
5. Choose at what Priority you wish the Alert to be sent.
6. Click on the word Custom under the Duration Section.
7. Use the dropdown menu to select 30 days.
8. Make sure Alert Type is at Use Alert Profiles.
9. Open the directory tree (example on the left) to Mono/County Roles.
10. Choose the rolls you want to send the alert to.



- a. Note: You **must include the role 26-CAHAN Administrators** to all alerts sent.

11. Type in your Alert Subject and Message in the appropriate boxes.
12. Try to keep you messages short and to the point as there is a limit to the size of the message.
  - a. Alerts are converted from text to speech and care must be taken when structuring your alert message.
  - b. Alerts translate all capital letters in your message to be spelled out in speech. Do not use all capital letters in you message unless you want the computer to spell out a word to the end users.
13. Click the send button below the message box.
14. A new box will pop up and ask you if you are sure you want to send this message. Once you click the OK button, message distribution will begin immediately and it will be impossible to retrieve all of the message that have already been sent.

If you have any problems or issues with the system, please contact your Mono County CAHAN Administrator at (760) 924-1830.