

VHHA Events Training: Event Local Users (Public Health)

Quick Reference Guide

Permissions – Who can access the Event Module?

- Must have Emergency Operations (EO) Permissions:
 - EO Read – to view details
 - EO Read/Write – to update details
- Users with EO R/W permissions within a Public Health organization of sub-type Local will have their own Scheduled SitRep to complete (see Situation Report section below.)

Notifications:

Local healthcare users with EO R/W permissions may create a notification for their facility or for the “other” category within their assigned region. Event Region Admins from affected region(s) are notified when a local user creates a Notification for their organization. The Event Region Admin will need to review and decide whether to escalate the Notification to an actual Event or delete the notification.

- From VHASS Widget: Create Notification link
- From Event modules: VHASS -> Events -> Events -> Events Dashboard -> Create Notification

or

- From Event modules: VHASS -> Events -> Events -> Create Notification

Create Regional Notification

Events > Create Regional Notification

Use the form below to send a notification to your Event Regional Administrator. The notification will be reviewed and determined whether or not the notification should be escalated to an Event or not. Note: required fields are marked in yellow.

Notification Details

| | | | | | | | | | | | | |
|---|---|---|---|------------------------|----------------|--|---|--|---------------|--|-------|--|
| Notification Name: | <input type="text" value="Test Notification from Test Hospital"/> | | | | | | | | | | | |
| Notification Type: | <input checked="" type="radio"/> Live Event <input type="radio"/> Exercise | | | | | | | | | | | |
| Public Health Category: | <table><tr><td>Chemical, Biological, Radiological, Nuclear</td><td rowspan="5">↔</td><td>Facility Impact</td></tr><tr><td>Drinking Water</td><td></td></tr><tr><td>Epidemiology (communicable disease, infectious disease, food-borne illness)</td><td></td></tr><tr><td>Mass Fatality</td><td></td></tr><tr><td>Other</td><td></td></tr></table> <p><input type="button" value="select all"/> <input type="button" value="deselect all"/></p> | Chemical, Biological, Radiological, Nuclear | ↔ | Facility Impact | Drinking Water | | Epidemiology (communicable disease, infectious disease, food-borne illness) | | Mass Fatality | | Other | |
| Chemical, Biological, Radiological, Nuclear | ↔ | Facility Impact | | | | | | | | | | |
| Drinking Water | | | | | | | | | | | | |
| Epidemiology (communicable disease, infectious disease, food-borne illness) | | | | | | | | | | | | |
| Mass Fatality | | | | | | | | | | | | |
| Other | | | | | | | | | | | | |
| Situation: | <input type="text" value="Hospital flooding - first and second floors"/> <small>457 characters remaining</small> | | | | | | | | | | | |
| Facility Impact: | <input checked="" type="radio"/> My Facility <input type="radio"/> Other | | | | | | | | | | | |

or

Notifications can be edited by any user with EO R/W permissions within the affected organization. EO R/W users can view notifications from other organizations within their region (but not edit them).

Events:

Local healthcare users with EO Read or Read/Write permissions can view an existing Event from their region.

Event views allow for accessing:

- Event details
- Event Logs (Regional logs are available to local EO users. EO Read users may just view the logs, but EO R/W users may write to the logs as needed.)

To access events:

- From VHASS Widget: Events Drop-down: Select desired Event
- From Event modules: VHASS -> Events -> Events -> Events Dashboard -> Events Drop-down: Select desired Event

Situation Reports:

If an Event Statewide Admin determines that an Event requires Situational Reporting, then he or she may activate a SitRep for that Event. Once a Situation Report has been activated, participating organizations and users have access to the Situation Report details and Status Board. They do NOT have access to the Scheduled SitReps until the ESF-8 template has been saved. Once that ESF-8 template has been saved by an Event Statewide admin, then participating users/organizations have access to the Scheduled SitRep and the SitRep status.

Public Health Sub-Type Local EO R/W users have local Scheduled SitReps to complete: one per Public Health Local organization. *Note, these local Public Health Scheduled SitReps will NOT be compiled into the final ESF-8 submission, but are used for the compilation and creation of Scheduled SitReps at the Public Health Regional level.* Local Public Health EO R/W users can view other Scheduled SitReps, but may only edit their own. To access their Scheduled SitRep, from within the Event choose Situation Report -> Scheduled SitRep (the application should default to your organization’s Scheduled SitRep or you may choose it from the drop-down list). Click Edit for each question to update the Metric and Status fields.

