

# Quick Reference Guide

## *Basic User Guide*



### What is a MIHAN Alert?

An Alert is a message that notifies key first responders of conditions that could adversely impact the health of Michigan citizens. Some examples are natural disasters, terrorism, and disease outbreaks. The MIHAN is also utilized for drills and exercises. Alerts are sent to participants based on their Roles, Organizations or Groups.

Alerts can be sent via phone, E-mail, and text/alpha-numeric pagers.

### Who Can Sign Up for MIHAN?



MIHAN participants include key points of contact charged with responding in the health-related incident. The system includes participants from the State of Michigan, local public health, hospitals, EMS agencies, Federally Qualified and Rural Health Clinics, Long Term Care facilities, and emergency management.

### How Do I Sign Up for MIHAN Alerts?

1. Eligible individuals can self-register for the MIHAN at: <https://michiganhan.org>
2. Click the "Register Now" link and complete all required fields.
3. When creating a user name, develop one that incorporates your last name (i.e. jsmith1 or smithj1).
4. When choosing your Organization, select one that best represents your primary work location.

### Your MIHAN Profile



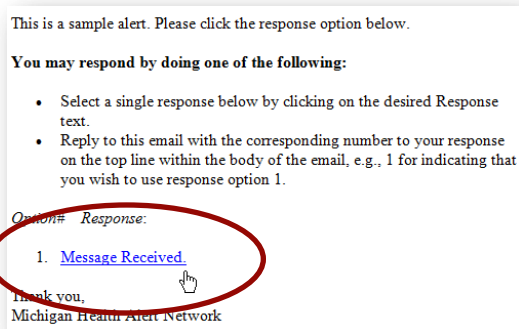
When logged into the MIHAN, your Profile contains the contact information that allows you to receive alerts. You must log into the system periodically to review and update your profile.

#### Maintaining Your Profile:

1. Click on the **My Profile** tab. There are four sub-tab options below (Identity, Contact, Membership, and Account Settings).
2. Click on the Edit Information button to update the information on each sub-tab.
3. Click Save Changes at the bottom when you are finished.

### Responding to an Alert

Alerts usually have response options that you are expected to select once you have read or listened to your message. When responding to an email alert, click the link for the response option you would like to submit. When responding to a phone alert, the response options will be associated with a number for you to select.



The purpose of an alert or notification is to make you aware of important information. Please acknowledge all alerts within the allotted response time.

### Help with the MIHAN?

Use the 'Contact Us' link on the site or call: 517-335-8150

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