

POD - REGISTERING AND UPDATING HEALTH ALERT NETWORK CONTACTS

The South Dakota **Health Alert Network** (HAN) is a critical communication service operated by the state of South Dakota. It is used to notify various organizations of pertinent information or activities related to emergency response in a timely fashion.

Points of Dispensing (PODs) utilizes this service to notify individual PODs of exercises, meetings, and full-scale activations – **it is important that ALL volunteers for the POD are registered and have current email, telephone, and text information registered.** Below are screenshots detailing the registration and approval process. If you have any questions, please contact The South Dakota Foundation for Medical Care, which manages the HAN for PODs, via POD@SDFMC.org. Alternatively, you may contact the resources listed on the HAN website, below the login fields.

SDFMC conducts **quarterly tests** of the alerting system and tracks responses to assure effective communication. When you receive an alert (via text, phone call and voice mail, and/or email) you can click a link, press 1, or text “Yes” to indicate that you received the message. Instructions will be included with the various message types and a report will be sent to the POD manager to maintain current records.

UPDATING CONTACT DETAILS

Once you are registered with the HAN system you can update any phone number, email, address, credentials, or name changes when they occur. You can manage your own account details by logging in to the link below. See the screenshot at the bottom of this document to see the steps for updating various pieces of information.

HAN URL - <https://sdhan.sd.gov/>

South Dakota Health Alert Network

Home | Terms of Service | Privacy Policy | FAQ

Welcome to the South Dakota Health Alert Network(SDHAN)

The South Dakota Health Alert Network(SDHAN) is a secure, web-based communication system. The SDHAN uses email, phone, text, pagers, fax, and other messaging formats to provide timely alert messages to authorized individuals. The system is available on a 24/7/365 basis for distribution of health alerts, notifications, preparedness information and other initiatives that strengthen state and local preparedness, response and safety.

Register

If you **HAVE NOT** registered with the HAN, click this button to create an account. The system will guide you through the registration process for the most part. Please follow additional instructions below to select the POD Organization for which you would like to receive notifications.

If you **HAVE** registered with the HAN for POD or any other organization in the past, login using your previously created username and password. Use the links below the password field to reset your password or determine your username.

The main target groups for the SDHAN are first responders, healthcare professionals and other related personnel that support emergency preparedness and disaster response in healthcare and communities across South Dakota. These individuals are invited to register for membership in the SDHAN at the Registration link. If you do not see your organization when registering, please refer to the SDHAN Help section on this page and provide detailed information about your organization and position.

Member Login

Username:

Password:

[Forgot Username or Password?](#)

HAN Help Desk

Healthcare and Public Health: please contact Carol with SD Dept. Of Health at [773-333-5404](tel:773-333-5404)

Public Safety and Emergency Management: please contact Lisa with SD Dept. of Public Safety at [605-773-3231](tel:605-773-3231)

Or email DOHHealthAlert@state.sd.us

South Dakota Department of Health **South Dakota Department of Public Safety**

prevention • protection • enforcement

Home | Terms of Service | Privacy Policy

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South Dakota Health Alert Network

Luke Lorenz | Log Out | Help | Contact Us | Search users

Home | My Profile | Messages | **Organizations** | Documents | Recipients | Administration

My Organizations | All Organizations

My Organizations

Display Filter
Organizations: I Belong To | Status: All

NOTE: After logging into the HAN, click the Organizations tab to verify the organizations to which you're currently registered.
NOTE: Be sure to select "All" from the Status dropdown menu so you can see any pending requests that still need approval.
Here you may WITHDRAW from any groups for which you no longer wish to receive alerts.

Organization	Status	
PODS	Accepted	Withdraw
PODS	Accepted	Withdraw
PODS	Accepted	Withdraw
SDHAN Call-Down Coordinator	Accepted	Withdraw

South Dakota Health Alert Network

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UPDATING CONTACT DETAILS

Home | **My Profile** | Messages | Organizations | Documents | Recipients | Administration

Identity | **Contact** | Account Settings

Contact

Edit Information

PIN

Secret PIN:

Email

Primary Email Address

Email Address 1: Luke.Lorenz@SDHMC.org

Contact Method

Contact Method 1

Contact Method 1: SMS/Text Msg
Number to Attempt 1: 605-591-4411

Contact Method 2

Contact Method 2: Work Phone
Number to Attempt 2: 605-591-4411

After logging in you will land on the homescreen.
1. Click "MY PROFILE" Tab
2. Choose the TAB containing the information you want to update.
3. Once you find the informaton you want to update, choose "EDIT INFORMATION" to change it.
4. Click SAVE and you should see the changes reflected.
Your informatin is now up to date.

Home My Profile Messages **1 Organizations** Documents Recipients Administration

7 My Organizations **All Organizations** **2**

All Organizations

E.g SD MRC

3 **PODS** Dashboard

- Aberdeen POD Dashboard
- 4** **Brookings** POD Dashboard
- 5** **Brookings** **POD Coordinator** Dashboard
 - Brookings POD Facilities Unit Leader Dashboard
 - Brookings POD Finance-Admin Chief Dashboard
 - Brookings POD Logistics Chief Dashboard
 - Brookings POD Manager Dashboard
 - Brookings POD Operations Chief Dashboard
 - Brookings POD Other Dashboard
 - Brookings POD Planning Chief Dashboard
 - Brookings POD Safety Officer Dashboard
 - Brookings POD Security Manager Dashboard
- Custer POD Dashboard
- Enola Butte POD Dashboard

1. Click the "Organizations" tab.
2. Click "All Organizations."
3. Scroll down to the "PODS" group and expand to see list of PODs.
4. Expand the POD you want to join to display roles.
5. Choose your ROLE in the POD.
6. Click "Join" button to submit your request.
7. Click "My Organizations" to confirm request submission a status of "Pending."

This will alert an administrator who will then have to approve your request to join. You will receive an email notification when you are approved.

NOTE: If you do not hold an official title in the POD, select "POD Other."

Brookings POD Coordinator **6** **Join**

There is no information to display for this Organization.