



## “STAY ALERT CHECKLIST” and Welcome!

If you are new to your role or planning for a new team member, WELCOME! We look forward to working with you! For ease of transition, this is a CVHC provided one-page checklist to ensure receipt of emergency alerts, news, and updates from Central Virginia Healthcare Coalition (CVHC).

1. VHASS: Virginia Healthcare Alerting & Status System
  - a. Account – Create Account
  - b. Alerting – Ensure cellular phone set for alerting. Note you must complete a verification via cellular text prompts for complete ALERTING registration
  - c. Editing – Ensure ability to edit facility bed status and events if appropriate
  - d. Rights – Ensure administrative rights to approve new users if will be primary contact for facility

*(Guidance on completing all VHASS tasks can be found at: <https://central-region.org/resources/> under VHASS bullet point)*

2. Emails from CVHC:
  - a. Email [erin.nowlin@central-region.org](mailto:erin.nowlin@central-region.org) with contact information and facility name to be added to mass mail from all CVHC Staff.
  - b. Purpose- To Receive:
    - i. Updates on national, state, and local initiatives and real events
    - ii. Exercises/training opportunities/educational sessions
    - iii. Weather Briefings when escalated

3. CVHC Website
  - a. Become familiar with [www.central-region.org](http://www.central-region.org) for up to date information, full view of yearlong calendar of events, and so much more!

4. Sign up for your own alerts on emergency management and preparedness from several resources to stay in the know and prepared!
  - a. Federal Emergency Management Agency (FEMA)
  - b. Virginia Department of Emergency Management (VDEM)
  - c. National Weather Services (NWS)
  - d. The Joint Commission (TJC) – Emergency Preparedness
  - e. Center of Medicare and Medicaid Services (CMS)
  - f. Wireless Emergency Alerts (WEA)

5. Know your locality's Emergency Manager
  - a. Contact information available by request – email [erin.nowlin@central-region.org](mailto:erin.nowlin@central-region.org)