

## Three Weeks until TOPOFF!!

### Dear Multnomah County Health Incident Management Team (IMT) Members and others scheduled to join our TOPOFF Response Organization

#### SITUATION AND INFORMATION SHARING SYSTEMS NEEDED TO SUPPORT TOPOFF AND NORMAL OPERATIONS:

##### >VNN VIRTUAL NEWS NETWORK:

**\*\*Immediate Action Requested\*\*** a CNN-style national news channel called VNN.com will deliver real-time news related to TOPOFF starting on October 1<sup>st</sup> (the pre-event ‘saber-rattling’ phase of TOPOFF) over the internet and through satellite down-loads to certain incident facilities. Agency Executive, Incident Commanders, Command and General Staff **should** have access. Situation Unit and Public Information leaders and staff **MUST** have access to do their jobs. Any TOPOFF participant and anyone in our agency who wants to follow the simulated news coverage run-up and reporting of TOPOFF events **can** register. **YOU MUST ACT SOON.** It takes time to approve your on-line registration before you get a password! Here’s how:

1. Register on the LLIS.gov website (*Lessons Learned Information Sharing*) <https://www.llis.dhs.gov/> where it says, <Register for LLIS.gov>. *Those who mention TOPOFF get first priority.*
2. Enter “**T4 FSE participant**” in the “**Please tell us how you found out about LLIS.gov**” form field when registering.
3. You will receive an email requesting you to verify.
4. Access to VNN.com will be through <https://www.llis.dhs.gov/>. The VNN.com logo will be on the home page.

##### >HAN HEALTH ALERT NETWORK:

All MCHD players should be registered on HAN and have an accurate profile. This is the primary means of notification for State Public Health-related alerts and information. It is also MCHD’s primary notification tool in emergencies. Click here for the home page <https://www.oregonhan.org/login/login.cfm>. If you have any questions, Jill Holden and Robin Holm are the local HAN administrators.

##### >HOSCAP HOSPITAL CAPACITY WEBSITE:

Provides key information about hospital bed status. Situation Unit are key receivers of this information, so Planning Section Chiefs and Sit Unit leaders and staff – please assure that you have registered users for your Team who understand how to use the system. *We are arranging a 30 minute webinar on HOSCAP 101 in the next couple weeks – please stay tuned!* Access HOSCAP via the HAN main page: <https://www.oregonhan.org/login/login.cfm>

##### >VIRTUAL JIC VIRTUAL JOINT INFORMATION CENTER (JIC):

**For PIO and PIO Staff:** Your Secure HAN user login does not grant access to the Virtual JIC. *They require separate logins at this time.* Access the Virtual JIC Login Page on HAN at: [https://www.oregonhan.org/login/login.cfm?\\_page=jic](https://www.oregonhan.org/login/login.cfm?_page=jic). You can register for V-JIC by emailing the state from this site.

#### Information on More Information Management Tools to Come:

**>OPCEN OPS CENTER:**

Multnomah County Emergency Management uses this software to collect, display, and share incident information. Soon we will have password(s) to access the system.

**>WEB EOC:**

Crisis Information Management Software that the City of Portland uses to collect, display, and share information. Multnomah County Emergency Management will have access to this; we will soon learn whether MCHD have access as well.

***Last but not least, a reminder about Time Logs (no new information)*** (applies only to Multnomah County Health Department employees): Health Business Services Director Wendy Lear asks Multnomah County personnel to charge hours to normal Cost Centers or WBS on your TAR (Time and Attendance Report), however, all must also maintain a TOPOFF Time Log that documents all time spent preparing for and participating in TOPOFF. The Time Log link is immediately under the 'TOPOFF Staff Assignment Links' at <http://www.mchealth.org/emergprep/topoff/index.shtml>. The instructions are part of the form. Basically your actions are: 1) print promptly reconstruct your dates/hours/description of TOPOFF preparation hours in August and September as best that you can (may want to print out a form for manual fill-in); 2) maintain the log until TOPOFF ends and; 3) email the file to Wendy Lear by October 2<sup>nd</sup> and again on October 31<sup>st</sup>.

Best,

Jim

*James D. Spitzer*

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