

From: ritn

Sent: Monday, November 28, 2011 06:40 PM

Subject: RITN Email 11-032: RITN Status Update as of 11/27/2011: only 32 days left to complete tasks

32 days left

Please see the 3 announcements below.

- 2011 RITN Status Update
 - Attached is status **AS OF November 27, 2011** (1st attachment named "2011_RITN_Tasks_27NOV")
 - Remember to submit your TTX answers in Survey Monkey otherwise task is incomplete
 - Also remember to add data to the HCS matrix – just logging in does not complete task (<https://nnemMrs.dartmouth.edu/HCSWebUser/>)
 - **SOP update task**
 1. No changes to SOP – please send me an email stating no changes since last year
 2. Changes – send copy to me
 3. Currently in approval process – send draft copy to me (then send notify me when it's been approved)
- RITN General Phone Number verification
 - Verify your center's general contact listing is correct (2nd attachment named "RITN_Centers-Nov2011")
 - Some listings contain all 9's for a phone number
 - RITN General Phone should be a direct dial number to:
 1. BMT unit if a TC
 2. Reception area if DC/CBB
 3. Will be published externally
 4. Possible callers to # - another hospital calling during a disaster seeking assistance with treatment or diagnosis and want to talk to someone nearby or others needing information about RITN
 - Need to change or update – submission of NMDP Personnel Change Form required
- TCs ONLY – Overview Presentation (local emergency planning commission)
 - Unable to find a group – email ritn@nmdp.org for assistance

Please contact me if you have any questions.

Thank you.