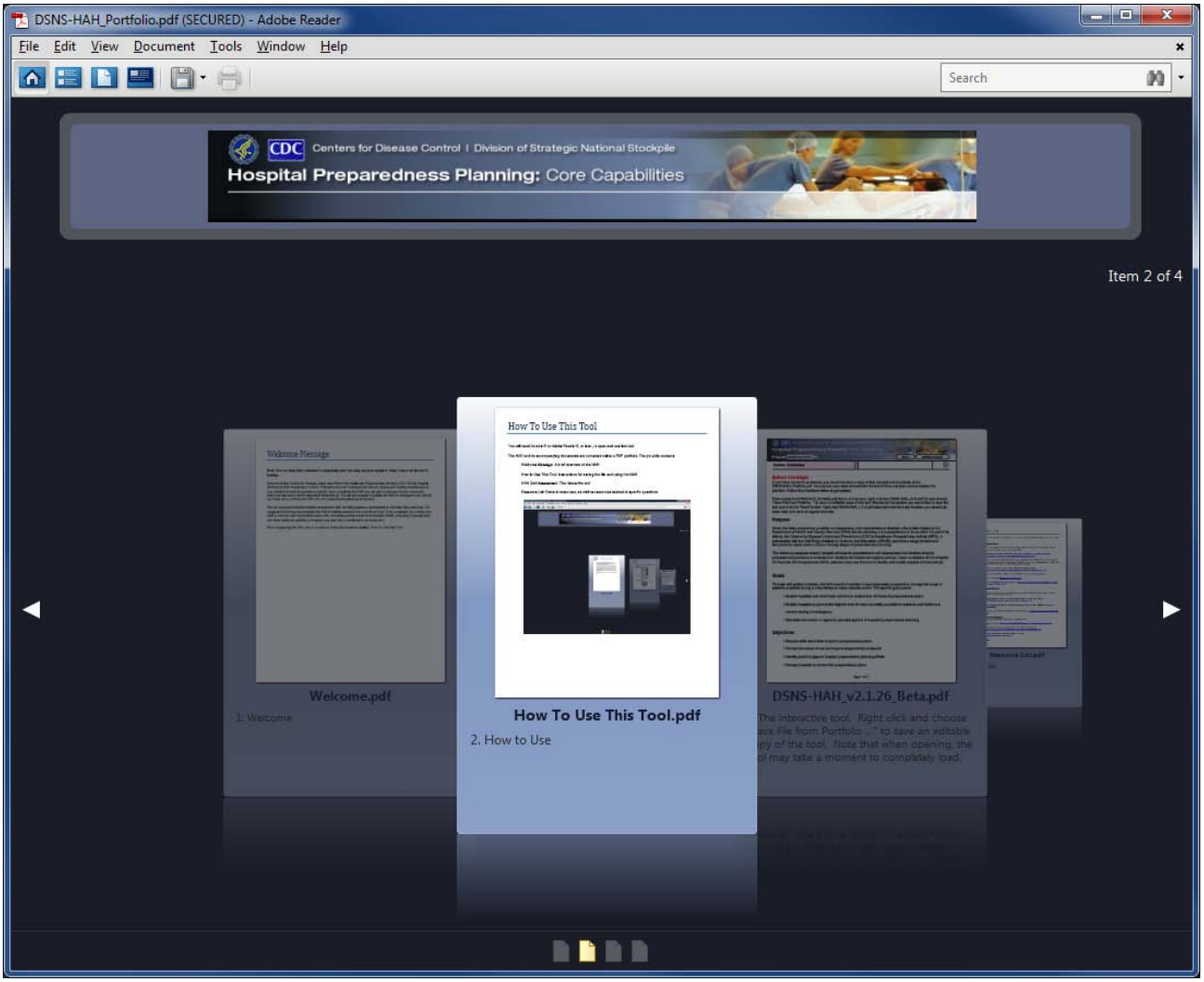
How To Use This Tool

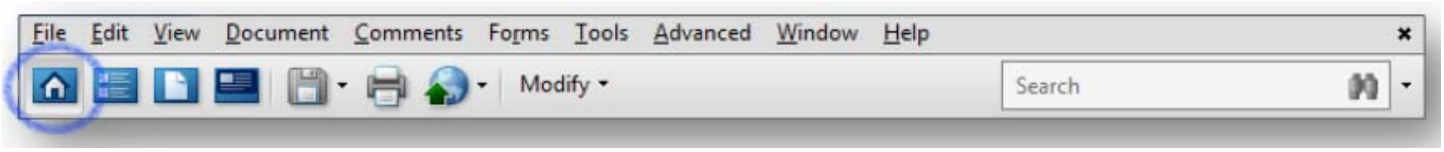
You will need Acrobat 9 or Adobe Reader 9, or later, to open and use this tool.

The HAH and its accompanying documents are contained within a PDF portfolio. The portfolio contains:

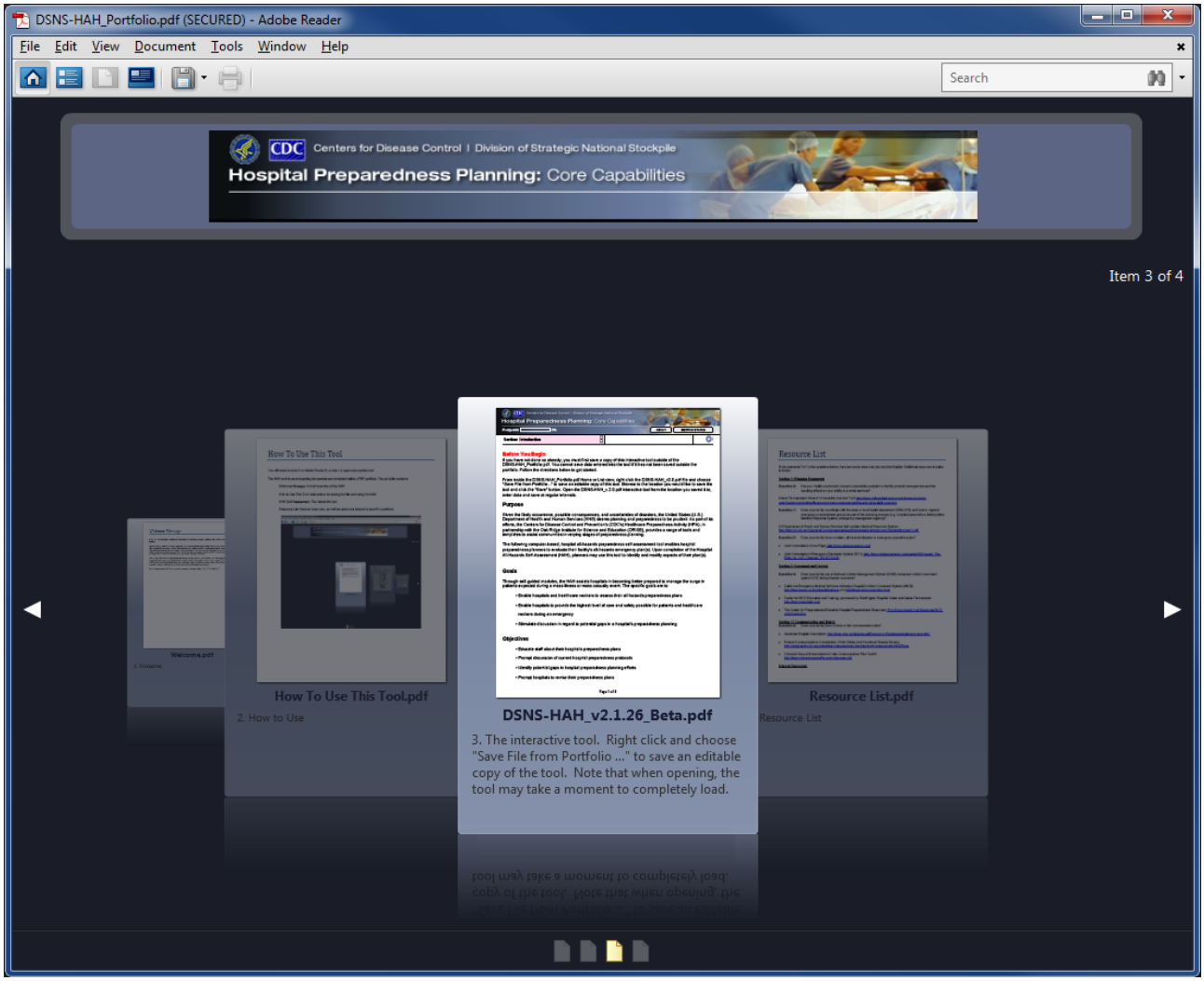
1. *Welcome Message:* A brief overview of the HAH
2. *How to Use This Tool:* Instructions for saving the file and using the HAH
3. *HAH Self-Assessment:* The interactive tool
4. *Resource List:* General resources, as well as resources tailored to specific questions



When viewing a document within the PDF portfolio, click the "Home" icon to return to the portfolio menu (this is also known as the "carousel view").

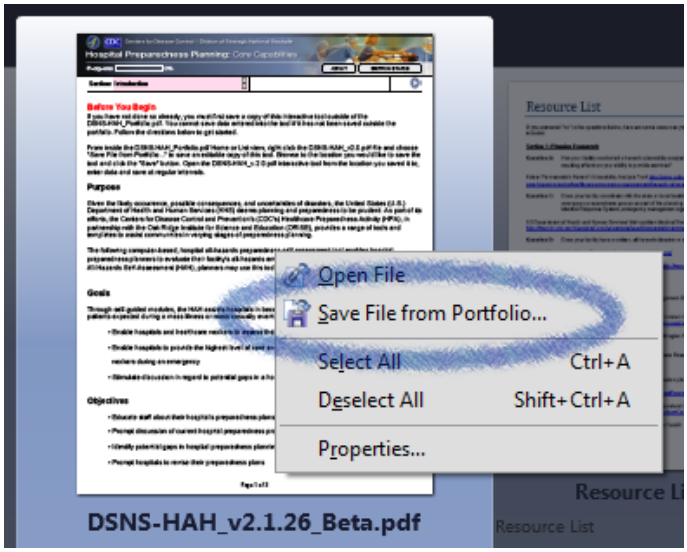


The HAH is the third file in the Portfolio.



The HAH make take a moment to completely load. You may see your "busy" cursor as the tool is loading. To save your data in the HAH interactive tool, you must first save a copy to your computer. Doing this will allow you to save your answers. If you complete the HAH using the file located in the PDF portfolio, your answers will **NOT** be saved.

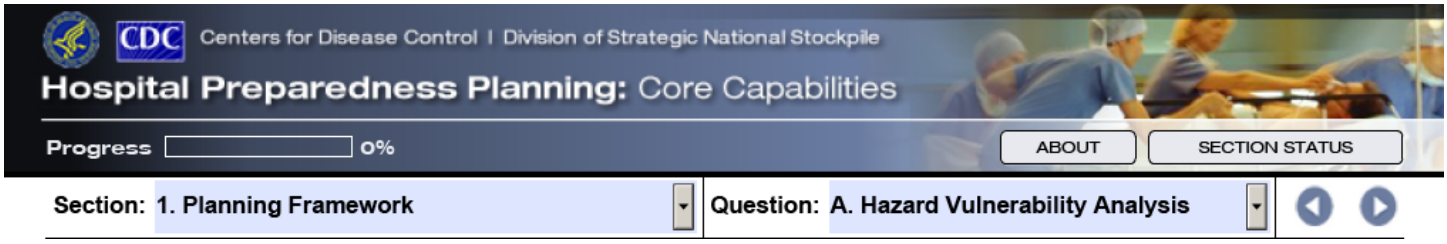
1. Right-click on the HAH file and select "Save File from Portfolio."



2. Choose where you want to save the file (i.e., Desktop or My Documents).

3. Open the file you have saved to your computer to begin using the HAH.

The first thing you will see when you open the file is an introduction to the tool. This section contains details about the tool's purpose, goals, objectives, target audience, format, and expected outcome. Navigate through the HAH by clicking the "next" arrow or using the drop-down menus at the top of the page. The drop-down menus allow you to select a question within a specific question set.



There are 26 question sets. These may be completed in any order, and you are not required to answer all questions. Skipping questions will not prevent you from moving on. Answer only those questions that pertain to your facility. Any questions you do not answer will still appear in the summary; you may find you want to address these unanswered questions as you revise your facility's plan.

Questions are in four formats:

1. Yes/No
2. Multiple choice
3. Fill-in-the-blank
4. Short answer

Based on your answer to each question, the HAH may prompt you with additional questions. If your answer to a question is "no," and you would like more information, check the resource list included in the PDF portfolio. Certain questions contain items that are considered "critical" to an all-hazards plan, and are marked with an asterisk symbol (*). If your plan does not include these items, there are specific resources indentified in the resource list to help you address those gaps.

There are two ways to check your progress through the HAH.

1. Refer to the Progress Bar in the upper left banner.
2. Click the "Section Status" button.

The Section Status provides a snapshot of which questions have been completed. Clicking on any question will take you directly to that portion of the HAH.

To print a summary of your responses, use the Section drop-down at the top of the page to select Complete Summary.

You are now ready to begin using the Hospital All-Hazards Self-Assessment.