EMResource Event Management

Users can access EMResource online.

Introduction

- The term "status" refers to a data field.
- The term "resource" refers to a facility.
- Events should:
  - Be populated in the top banner for situational awareness.
  - Include the physical location of the event or the facility involved.
  - Contain contact information.
  - Be updated as the incident evolves.
  - End in a timely manner.
- Events can be filtered to include a group of resources or a specific resource type.
- Resources included in an event should respond. Resources not included in an event should maintain situational awareness.
- Users should update contact information under "User Info," and select how notifications should be received (via phone call, e-mail, text message, pager, or webpage).
- Users should configure their "Preferences" to select which events should trigger an alert. "Preferences" can be found in the main menu.

Event Types

There are four main types of events used in EMResource:

Mass Casualty Incident (MCI): This event type is used in the case of a potential emergency department surge of patients involved in a MCI to poll the number of red, yellow, and green triage patients that can be transferred to the receiving facility. This event should be used in anticipation of a potential surge at a hospital emergency department.. Do not use this template to announce disruptions in services your hospital provides, including computed tomography (CT) downtime.

Bed Count: This event type is used in the case of an inpatient surge of patients who do not need to be evaluated in an emergency department and will be directly admitted to the receiving facility. This event asks facilities to report immediate beds available.

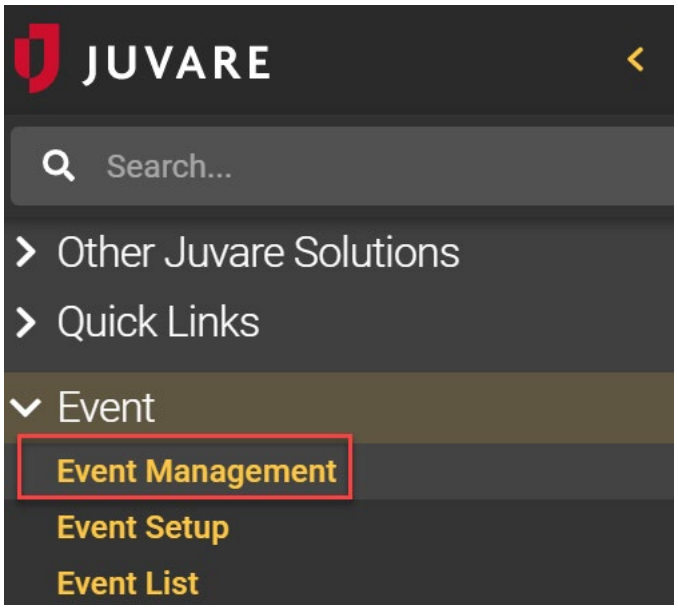
General Announcement: This event type is used to communicate time-sensitive updates not related to any surge event. Examples include network outages, equipment failures, and critical bypass information. This event should be used when the emergency department (ED) status has changed to "Limited Divert" or "Bypass." Use this event when the hospital status

is changed to "Bypass" or when CT, stroke capabilities, or the catheterization laboratory is not available.

Resource Request: This event type is used for time-sensitive requests. For example, if your facility needs a crucial piece of equipment, such as a pediatric-capable ventilator, you could post a resource request event.

Creating an Event

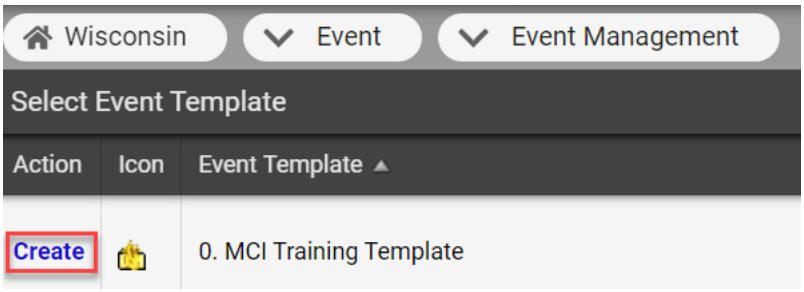
1. On the top bar menu, scroll over **Event** and select **Event Management**, as shown in the screenshot below.



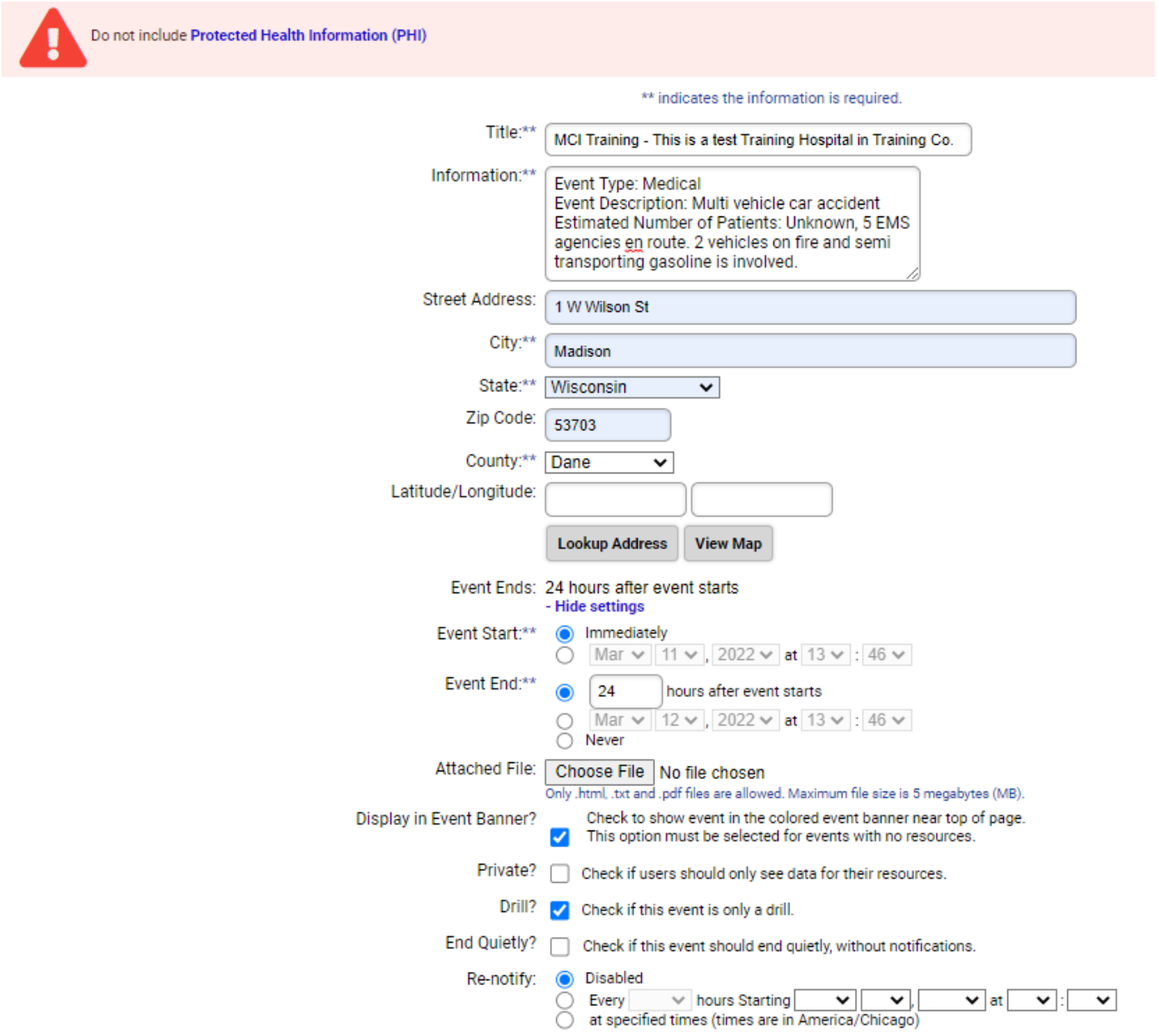
2. Select **Create New Event**, found in the top left corner.

3. A list of event templates will populate. Identify which template best suits your needs.
    - Training templates are used for any facility to train, test notifications, or practice creating and responding to an event.
    - Templates for each healthcare emergency readiness coalition (HERC) region are available.
        - HERC region-specific templates will default to resources in the corresponding region.
        - Resources in another region are unable to be added into this event.
    - Templates for all resources in the state are available. "Statewide/Bordering Regions" will default to all resources in the state.
        - Filter to include a group of resources. Examples include:
            - All Hospitals
            - Burn Surge Hospitals
            - Pediatric Intensive Care Unit (PICU) Hospitals
            - Psychiatric Hospitals
            - Skilled Nursing Facilities
        - Filter to include a type of resource. Examples include:
            - Air Medical
            - HERC region-specific resources

4. Once you have identified the appropriate event template, select **Create** to begin an event.

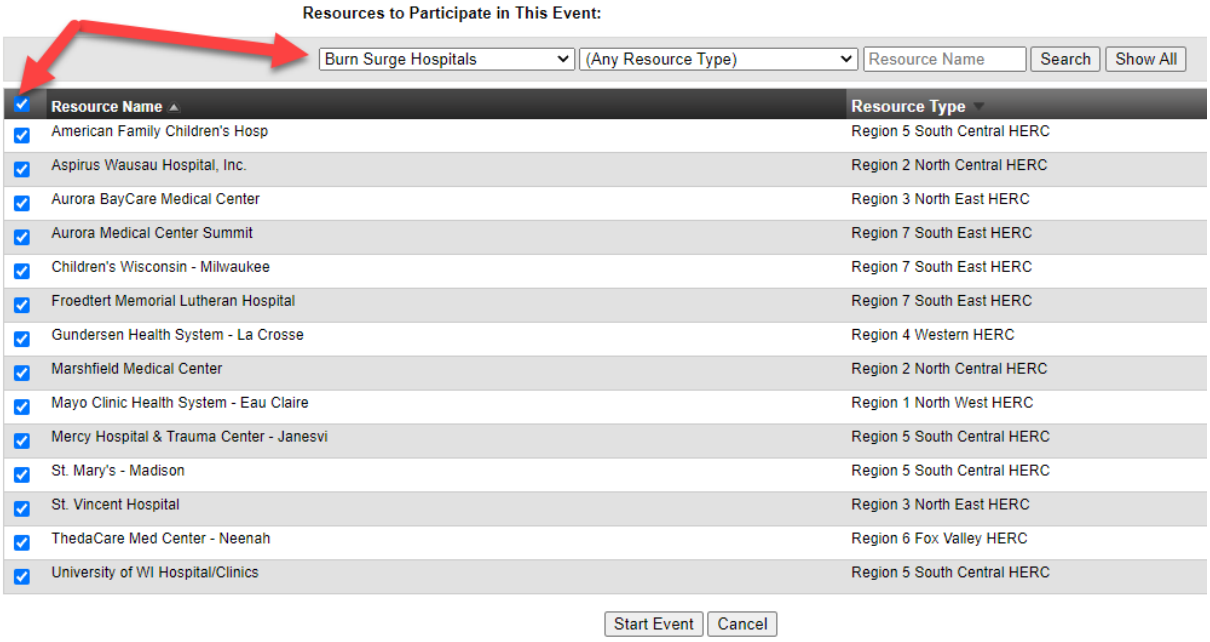


5. Fill in the event information. The image below provides an example.
    - Include the facility name and city in the event title.
    - Add essential information without the use of abbreviations.
    - Remove irrelevant default information and be concise. Default information is generated as a guide.
    - Verify a specific address for responding partners if able.
    - Update event start and end time as needed. Default event time will start immediately and end in 24 hours.
    - Check "Display in Event Banner" to show the event in the event banner.
    - Check "Drill" if this event is for testing and not a real event.
    - Check "End Quietly" if you do not want to initiate a notice of the end of the event.
    - Set timing or disable "Re-notify." This will re-alert facilities and users associated with the event template as often as you choose.

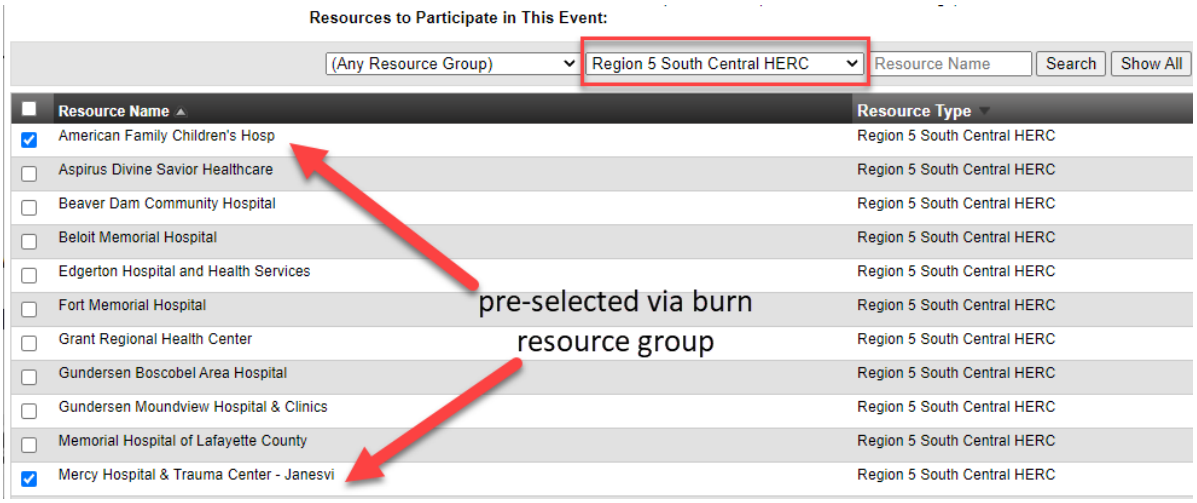


6. Select the resources that need to respond to the event. Note that facilities not checked will not be able to respond.

- Filter by resource group or resource type as needed.
- Select all by checking the box in the black bar next to "Resource Name."



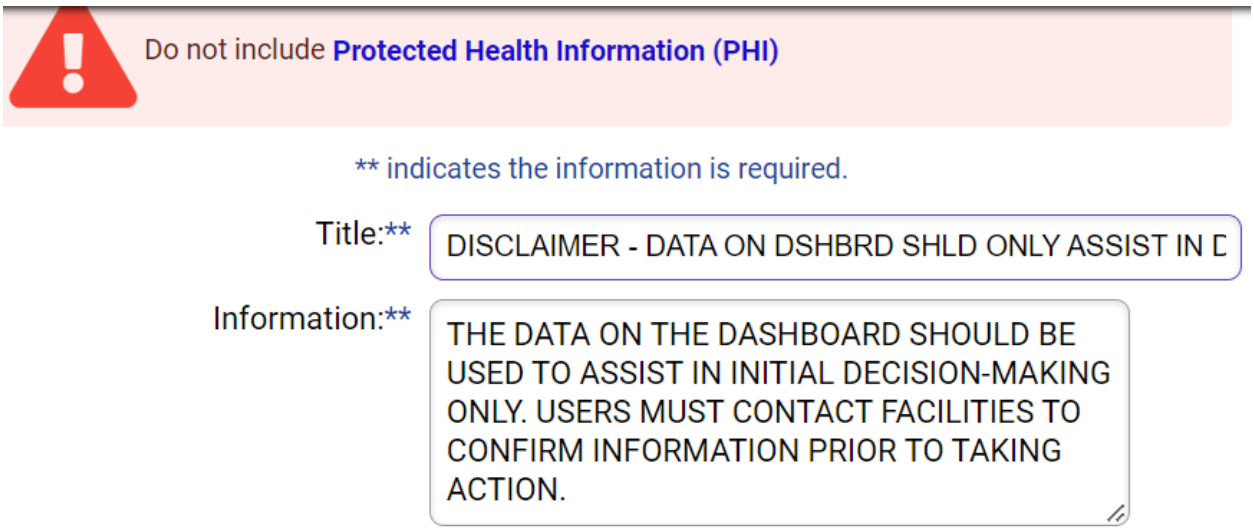
- Include region-specific facilities by selecting the region resource type.



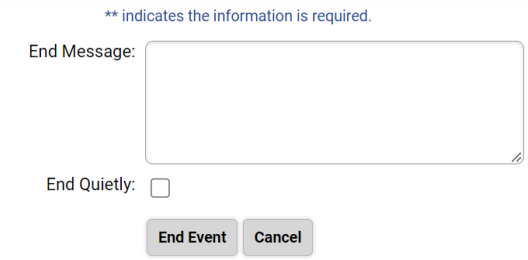
- Once facilities are selected, scroll down, and select **Start Event**.

Updating an Event

1. On the top bar menu, scroll over **Event**, select **Event Management**, and then select **Edit**.
2. Replace the existing data in the "information" field with updated event information, as shown in the screenshot below.



3. Select **Save Changes** at the bottom of the screen to exit the edit view.

Ending an Event

1. On the top bar menu, scroll over **Event**, select **Event Management**, and then select **End**.
2. Enter an "End Message," as shown in the screenshot below. Check the "End Quietly" box to end the event without delivering an event notification. If left blank, users that subscribed to event notifications will be alerted that the event has ended.
3. Select **End Event** to save changes and return to the "Event Management" screen.