Coalition Surge Test: WebEOC Guide

During the Coalition Surge Test, both evacuating and receiving facilities should use WebEOC to report on activities taken as part of the exercise and to track patients from the evacuating facility to the receiving facility.

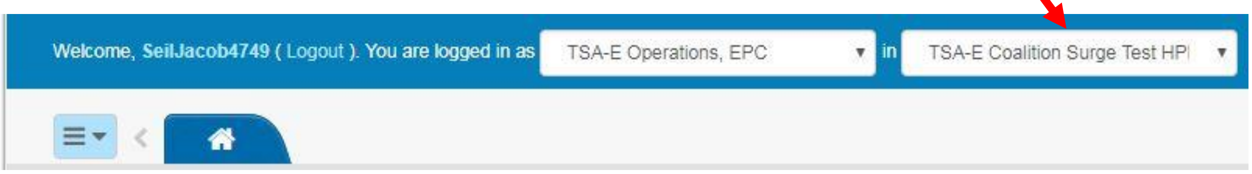
Accessing WebEOC

To access WebEOC, do the following:

1. Go to https://webeoc.ncttrac.org/
2. Log-in using your username and password
    a. If you do not have a username and password, or if you do not remember your username or password, contact Jacob Seil at 817-607-7010 or jseil@ncttrac.org

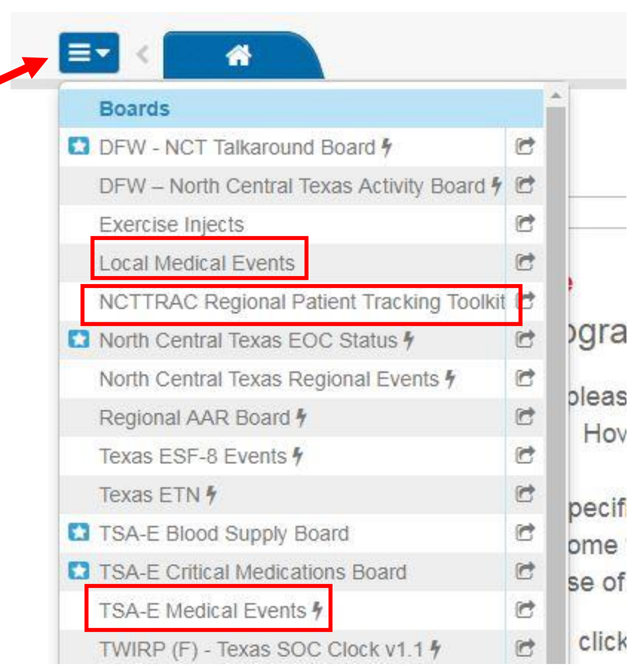
Navigating WebEOC

Once you have logged into WebEOC, be sure to select the correct incident. The incident for the Coalition Surge Test is called "**TSA-E Coalition Surge Test HPP Year 16**". Your current incident is listed at the top of the screen. You can change your incident by clicking on the incident box and selecting the correct incident from the drop-down menu that appears.



Once you've selected the correct incident, you need to access the correct boards. To do this, click on the blue box in the top left corner (it has three horizontal lines and an upside-down triangle in it). This will show you a list of all available boards. For the Coalition Surge Test, you will need these three boards:

- Local Medical Events
- TSA-E Medical Events
- NCTTRAC Regional Patient Tracking Toolkit



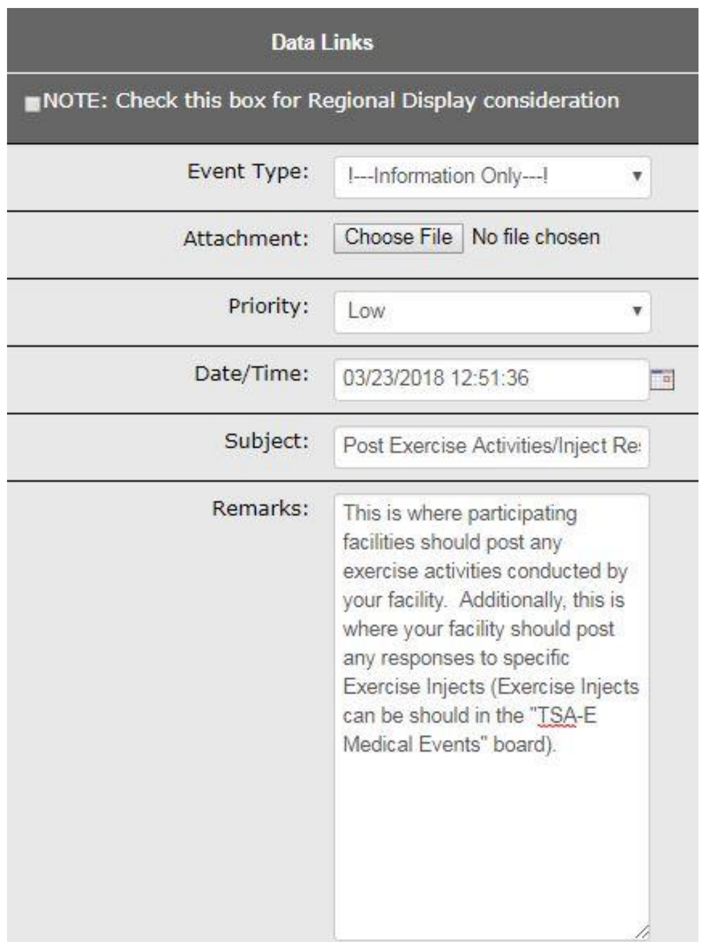
Local Medical Events

The "Local Medical Events" board is where facilities should report their exercise activity and respond to any exercise injects. To create a new post, click on the "New" button in the top left corner.

Creating the post is simple – select the "Event Type" (use "!—Information Only—!" if you're not sure what to put here), add any attachments that might be relevant, select the post priority (Low, Medium, or High), and then enter a title in the "Subject" line and enter the body of your message in the "Remarks". Once you are done writing your post, click on the green "Save Changes" button in the bottom left corner.

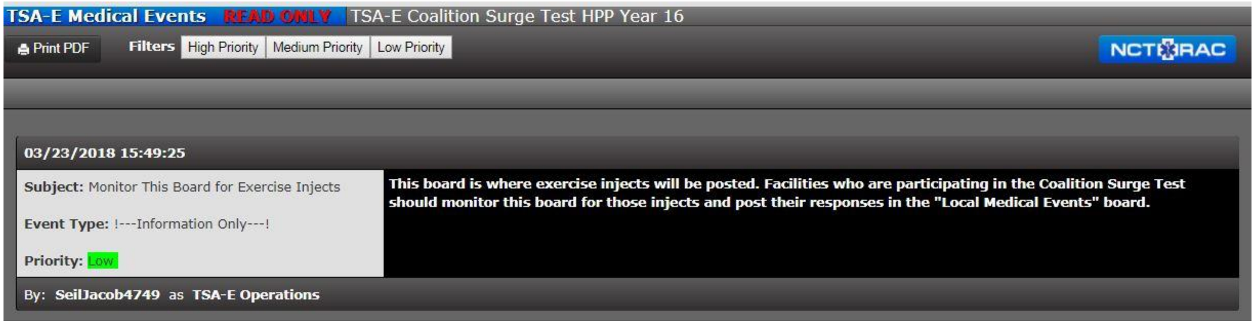
Note: there is a place towards the top that says "Check this box for Regional Display consideration". Checking this box allows your post to be shared to the other WebEOC servers in Trauma Service Area E. This won't be necessary for the Coalition Surge Test.

A completed post is shown on the bottom of the page.



TSA-E Medical Events

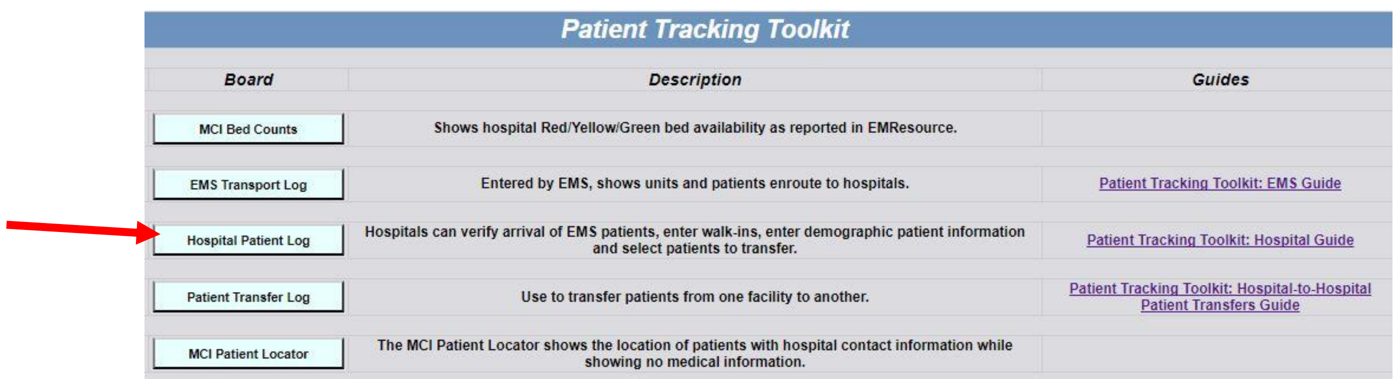
The "TSA-E Medical Events" board is where NCTTRAC will post any regional information as well as any exercise injects. New injects will appear at the top of the board.



Patient Tracking Toolkit: Evacuating Hospitals

The "NCTTRAC Regional Patient Tracking Toolkit" can be used to track every patient that your facility has evacuated, where they were sent, and what agency performed the transfer. It also allows you to see when those patients arrived at the receiving facility.

When you first open the "NCTTRAC Regional Patient Tracking Toolkit", you will see a PHI acknowledgment. Once you read this, click the "Continue" button at the bottom of the screen. This will bring up the Patient Tracking Toolkit Dashboard (shown below).



Patient Tracking Toolkit

Board	Description	Guides
MCI Bed Counts	Shows hospital Red/Yellow/Green bed availability as reported in EMResource.	
EMS Transport Log	Entered by EMS, shows units and patients enroute to hospitals.	Patient Tracking Toolkit: EMS Guide
Hospital Patient Log	Hospitals can verify arrival of EMS patients, enter walk-ins, enter demographic patient information and select patients to transfer.	Patient Tracking Toolkit: Hospital Guide
Patient Transfer Log	Use to transfer patients from one facility to another.	Patient Tracking Toolkit: Hospital-to-Hospital Patient Transfers Guide
MCI Patient Locator	The MCI Patient Locator shows the location of patients with hospital contact information while showing no medical information.	

From the dashboard, select "Hospital Patient Log". This will show you all patients who have already been entered into the patient tracking toolkit. It will also let you create a roster of patients to be evacuated to other facilities.

If patients have already been entered into the patient tracking system, you will see a list of those patients on the screen. To add a new patient into the system, click the "Create New Patient" button in the top left corner of the screen.

Save | Cancel

Incident Name: TSA-E Coalition Surge Test HPP Year 16

	Patient Input
Triage Tag #	TEST TRIAGE TAG
Hospital Record #	TEST HR #
Initial Facility	PARKLAND MEMORIAL HOSPITAL ▼
Other Facility (if not listed above)	
Last Name	NCTTRAC
First Name	TESTPATIENT
Sex	Male ▼
Race	Black ▼
DOB (MM/YYYY)	01 / 1901
Patient Condition	Green ▼ Red=Critical Yellow=Urgent
Patient Disposition	Select Patient Disposition... ▼
Patient Reunification Status	Not Reunified ▼
Patient Reunficiation Comments	Patient's spouse notified of evac, spouse info: SPOUSE NAME, SPOUSE PHONE NUMBER
Hospital Patient Information POC	EVACUATING HOSPITAL POC
Hospital Patient Information POC Phone Number	817-607-7020
Remarks (not intended for personal or descriptive health information)	Patient evacuated from EVACUATING FACILITY

Here, you should provide any information that you can.

- **Triage Tag #:** If your facility is tagging evacuating patients with a triage tag, enter that number in this line.
- **Hospital Record #:** This number should match the patient's medical record number within your facility's internal system.
- **Initial Facility:** This is YOUR facility (the evacuating facility). If you cannot find your facility in the drop-down list, type your facility's name in the line below.
- **Last Name, First Name, Sex, Race, DOB (MM/YYYY):** Enter the patient's information in these fields.
- **Patient Condition:** List the patient's condition using the START Triage categories (Green = walking wounded/minor injuries, Yellow = Urgent, Red = Critical, Black = Deceased).
- **Patient Disposition:** Select the option that describes where your patient is currently. If your patient is being transferred to another facility, select "Assessed-Admitted". If your patient is being dischagred to themselves, select "Assessed – Discharged".
- **Patient Reunification Status:** Once your facility (or the patient themselves) has contacted a family member/emergency contact and let them know where the patient is going, set this to "Reunified". Specific information about who the patient made contact/was reunified with should be listed in the **"Patient Reunification Comments"** field.
- The "**Hospital Patient Information POC**" and "**Hospital Patient Information POC Phone**" should list the contact information for whoever you want external partners to call if they

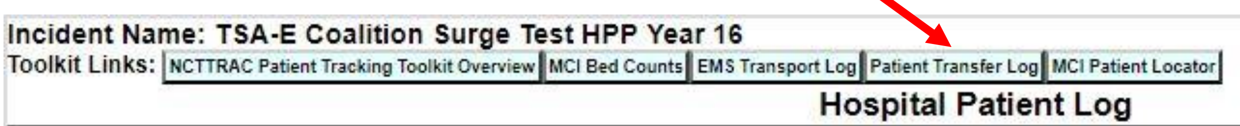
need information about your patient. For example, if the city or county is trying to reunify patients with their families, this is the number they will call if they are trying to confirm that your patient belongs with a particular family member.

- The "**Remarks**" field is not intended to hold PHI. Instead, it should be used to note any special comments about this patient that might be relevant in the tracking/reunification process. In this case, you should write that the patient is from an evacuating facility.
- After you click "Save", the patient information you entered will appear in the Hospital Patient Log.

Verify/Transfer	Triage Tag / Hospital Record #	Hospital	Last Name	First Name	Sex	Race	DOB Year	Patient Condition	Patient Disposition	Update Patient Details
Transfer	TEST TRIAGE TAG / TEST HR #	PARKLAND MEMORIAL HOSPITAL	NCTTRAC	TESTPATIENT	Male	Black	1901	Green	Assessed - Admitted	Update View

If this patient is being transferred to another facility, click on the "Transfer" button in the column on the left. Repeat this process with every patient who is being evacuated.

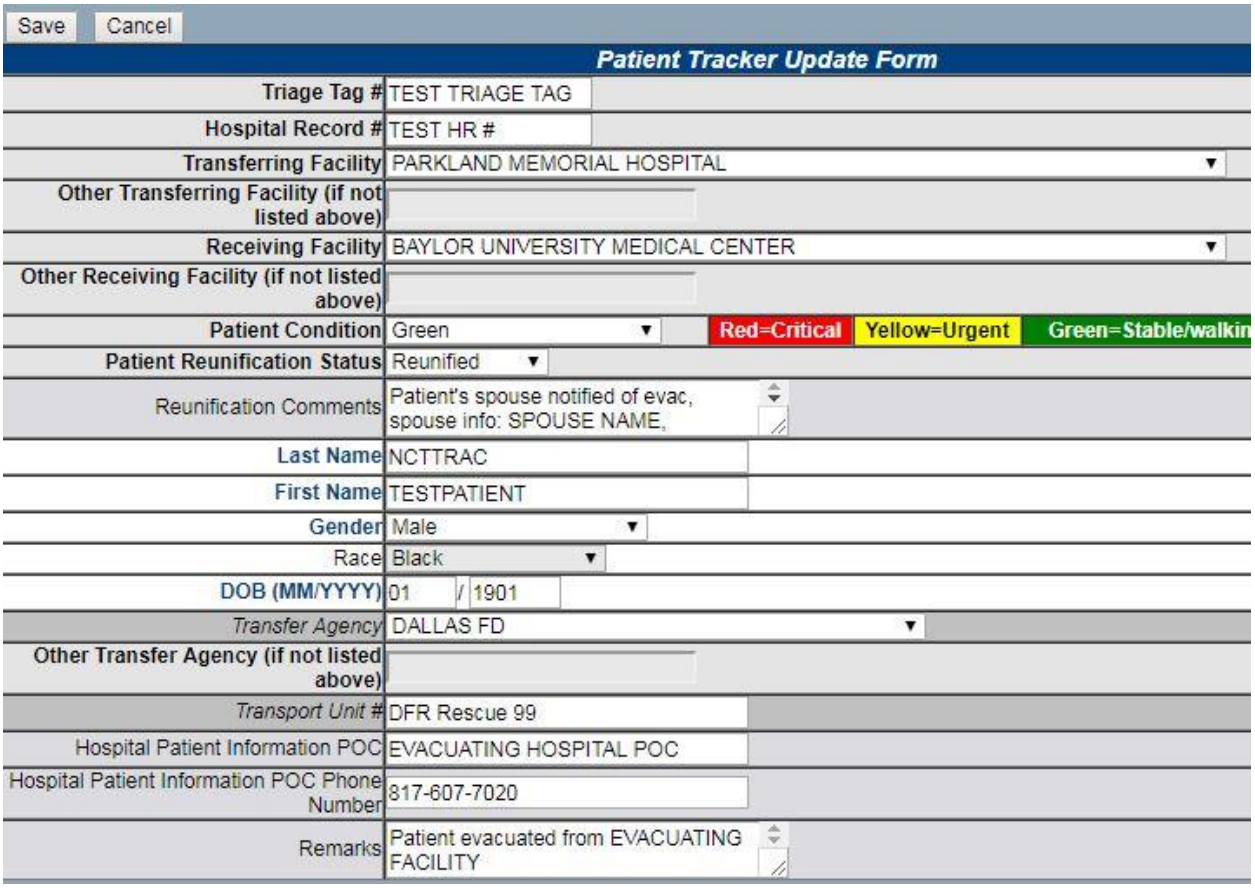
Next, you need to align transfer patients with receiving facilities and transfer agencies. To do this, click on the "Patient Transfer Log" button in to the top left side of your screen.



This will take you the Patient Transfer Log, where it will list all patients who are pending transfer.

Status	Triage Tag / Hospital Record #	Transferring Facility	Transfer Status	Transfer Agency	Unit Name/#	Patient Last Name	Receiving Facility	Patient Condition	Transfer Started	Transfer Completed	Details
In Transit Transferred	*TEST TRIAGE TAG / TEST HR #*	PARKLAND MEMORIAL HOSPITAL	Pending			NCTTRAC		Green			Update View

From this screen, you can view all patients who still need to be transferred, and as you line up a receiving facility and transfer agency for that patient, you can update that information. To update a patient's information, click on the "Update" button in the far right column.



Save Cancel

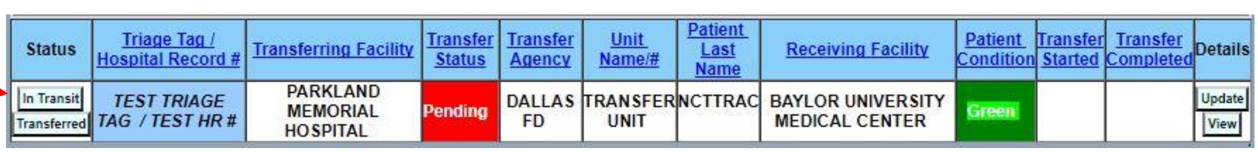
Patient Tracker Update Form

Triage Tag #	TEST TRIAGE TAG
Hospital Record #	TEST HR #
Transferring Facility	PARKLAND MEMORIAL HOSPITAL
Other Transferring Facility (if not listed above)	
Receiving Facility	BAYLOR UNIVERSITY MEDICAL CENTER
Other Receiving Facility (if not listed above)	
Patient Condition	Green — Red=Critical Yellow=Urgent Green=Stable/walkin
Patient Reunification Status	Reunified
Reunification Comments	Patient's spouse notified of evac, spouse info: SPOUSE NAME,
Last Name	NCTTRAC
First Name	TESTPATIENT
Gender	Male
Race	Black
DOB (MM/YYYY)	01 / 1901
Transfer Agency	DALLAS FD
Other Transfer Agency (if not listed above)	
Transport Unit #	DFR Rescue 99
Hospital Patient Information POC	EVACUATING HOSPITAL POC
Hospital Patient Information POC Phone Number	817-607-7020
Remarks	Patient evacuated from EVACUATING FACILITY

Most of the information on this screen should carry over from when you created the patient, but you will want to update the following:

- **Receiving Facility:** This is the facility that is receiving the patient. If the receiving facility is not listed in the drop-down menu, type the name of the facility in the box below.
- **Transfer Agency:** This is the agency that is transferring the patient. If the transfer agency is not listed in the drop-down menu, type the name of the agency in the box below.

Click the "Save" button when you are finished updating the patient information. This will take you back to the Patient Transfer Log, ready to initiate the patient transfer. When the patient leaves your facility, click on the "In Transit" button in the far left column. At this point, your role in tracking this patient is complete.

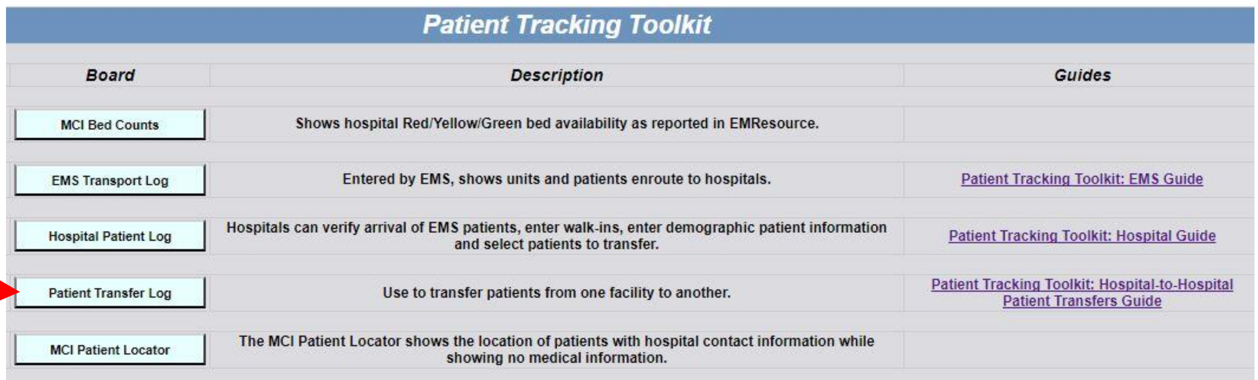


Status	Triage Tag / Hospital Record #	Transferring Facility	Transfer Status	Transfer Agency	Unit Name/#	Patient Last Name	Receiving Facility	Patient Condition	Transfer Started	Transfer Completed	Details
In Transit Transferred	TEST TRIAGE TAG / TEST HR #	PARKLAND MEMORIAL HOSPITAL	Pending	DALLAS FD	TRANSFER UNIT	NCTTRAC	BAYLOR UNIVERSITY MEDICAL CENTER	Green			Update View

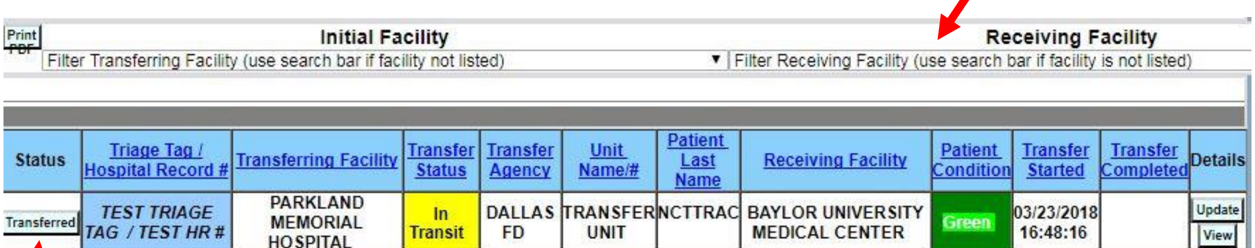
Patient Tracking Toolkit: Receiving Facilities

The "NCTTRAC Regional Patient Tracking Toolkit" can be used to track every patient that is transferred to your facility from an evacuating facility.

When you first open the "NCTTRAC Regional Patient Tracking Toolkit", you will see a PHI acknowledgment. Once you read this, click the "Continue" button at the bottom of the screen. This will bring up the Patient Tracking Toolkit Dashboard (shown below).

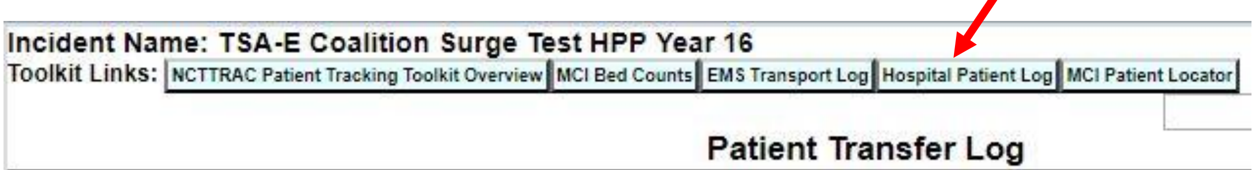


From the dashboard, select "Patient Transfer Log". This will show you all patients who the evacuating facility has entered and designated for transfer to various receiving facilities. To show only patients that are designated for your specific facility, use the filter marked "Receiving Facility".

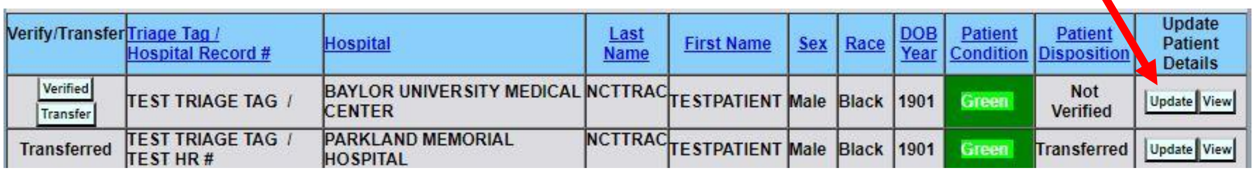


Once the transferred patient has arrived at your facility, click the "Transferred" button in the far left column. This will complete the transfer process and set the patient's location as your facility.

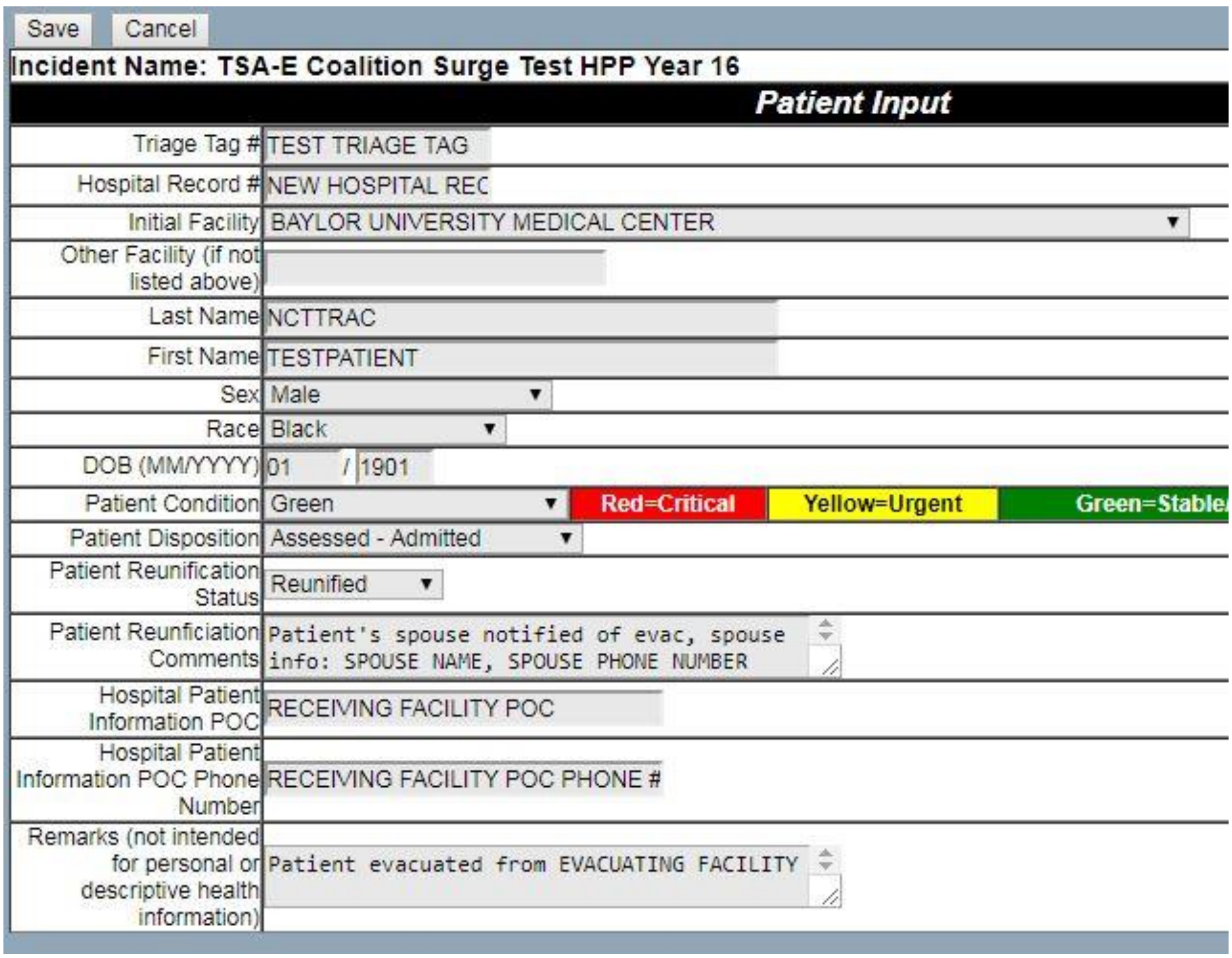
Next, you need to update the patient's information for your facility. To do this, click on the button marked "Hospital Patient Log" in the top left side of your screen.



This will take you to the Hospital Patient Log. Here, it will have two lines for the patient who was just transferred to your facility. The bottom line shows the patient information at the evacuating facility, while the top line is what you will update to show the patient's information at your facility. Click on the "Update" button in the far right column for the patient that is listed at your facility.



Verify/Transfer	Triage Tag / Hospital Record #	Hospital	Last Name	First Name	Sex	Race	DOB Year	Patient Condition	Patient Disposition	Update Patient Details
Verified Transfer	TEST TRIAGE TAG /	BAYLOR UNIVERSITY MEDICAL CENTER	NCTTRAC	TESTPATIENT	Male	Black	1901	Green	Not Verified	Update View
Transferred	TEST TRIAGE TAG / TEST HR #	PARKLAND MEMORIAL HOSPITAL	NCTTRAC	TESTPATIENT	Male	Black	1901	Green	Transferred	Update View



Save Cancel

Incident Name: TSA-E Coalition Surge Test HPP Year 16

Patient Input

Triage Tag #	TEST TRIAGE TAG
Hospital Record #	NEW HOSPITAL REC
Initial Facility	BAYLOR UNIVERSITY MEDICAL CENTER
Other Facility (if not listed above)	
Last Name	NCTTRAC
First Name	TESTPATIENT
Sex	Male
Race	Black
DOB (MM/YYYY)	01 / 1901
Patient Condition	Green — Red=Critical, Yellow=Urgent, Green=Stable
Patient Disposition	Assessed - Admitted
Patient Reunification Status	Reunified
Patient Reunficiation Comments	Patient's spouse notified of evac, spouse info: SPOUSE NAME, SPOUSE PHONE NUMBER
Hospital Patient Information POC	RECEIVING FACILITY POC
Hospital Patient Information POC Phone Number	RECEIVING FACILITY POC PHONE #
Remarks (not intended for personal or descriptive health information)	Patient evacuated from EVACUATING FACILITY

The next screen will allow you to update the patient's information that is specific to your facility. Most of these fields will carry over from the initial facility (such as patient name, race, etc.), but there are others that you need to update. In particular:

- **Hospital Record #:** This number should match the patient's medical record number within your facility's internal system.

- **Patient Disposition:** Select the option that describes where your patient is currently. If your patient is being transferred to another facility, select "Assessed-Admitted". If your patient is being dischagred to themselves, select "Assessed – Discharged".
- The "**Hospital Patient Information POC**" and "**Hospital Patient Information POC Phone**" should list the contact information for whoever you want external partners to call if they need information about your patient. For example, if the city or county is trying to reunify patients with their families, this is the number they will call if they are trying to confirm that your patient belongs with a particular family member.

Once you are done updating this information, click the "Save" button in the top left corner. At this point, your role in tracking this patient is finished until you send the patient back to the evacuating facility.