

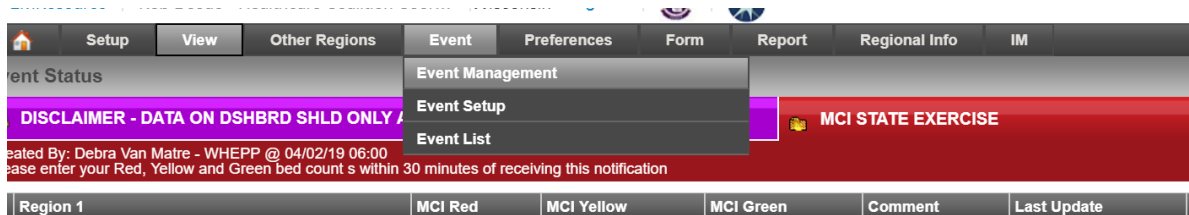
Creating an Event in EMResource (WITrac)

Creating an MCI ALERT in EMResource (WI Trac)

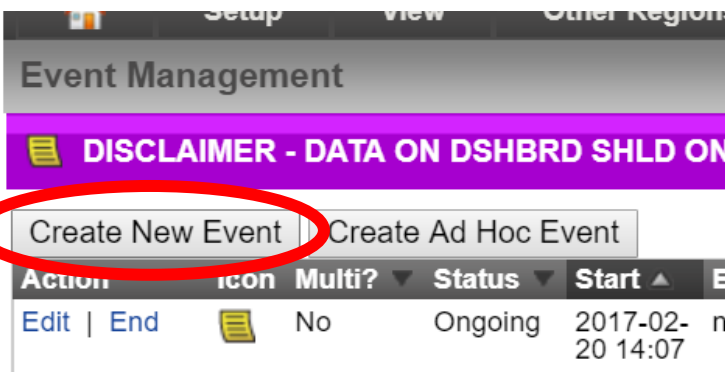
Mass Causality Incidents (MCI) ALERTS are used for any event that may cause an influx of patients to the Emergency Department and to notify surrounding ED's of a significant event in the area.

Step 1: Login: <https://emresource.juware.com/login>

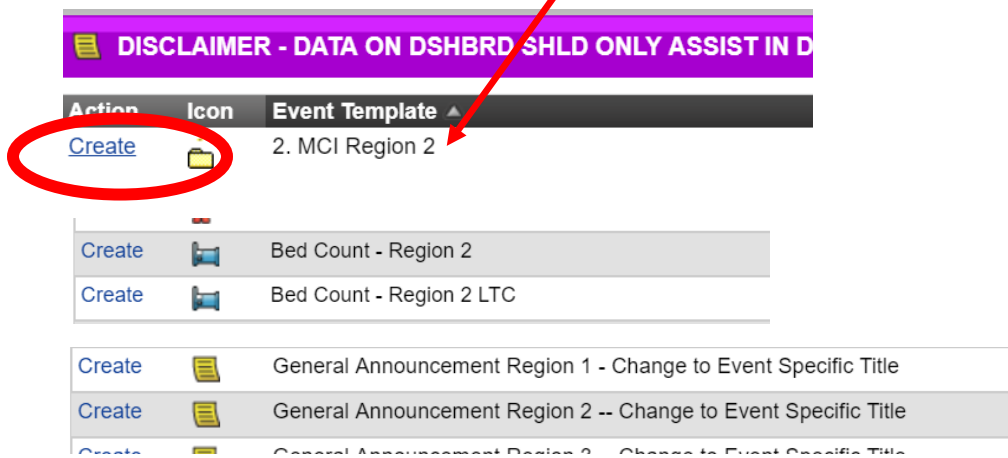
Step 2: On top bar menu, scroll over "Event" and click on "Event Management"



Step 3: Click top left button "Create New Event"



Step 4: Choose MCI (REGION SPECIFIC!) and click on create



Creating an Event in EMResource (WITrac)

1. ADD YOU FACILITY AND CITY TO THE TITLE!!! If Drill add word Drill at start of blocks
2. Add essential information
3. Default event time will start immediately and end in 24 hours
4. Make sure display banner is checked
5. **CHECK DRILL IF THIS IS NOT A REAL EVENT!!!**
6. End quietly will not initiate a notice of end of event
7. Re-notify will re-ping selected parties at specified intervals
8. You can verify a specific address for responding partners

Title:** MCI Region 2

Information:**

Event Start:** Immediately
 Apr 2, 2019 at 08:26

Event End:** 24 hours after event starts
 Apr 3, 2019 at 08:26
 Never

Attached File: Choose File No file chosen
Only .html, .txt and .pdf files are allowed. Maximum file size is 5 megabytes (MB).

Display in Event Banner? Check to show event in the colored event banner near top of page. This option must be selected for events with no resources.

Private? Check if users should only see data for their resources.

Drill? Check if this event is only a drill.

End Quietly? Check if this event should end quietly, without email, pager, and web page notifications.

Re-notify: Disabled
 Every [] hours Starting [] at [] : []
 at specified times (times are in America/Chicago)

Street Address:

City:

State: []

Zip Code: []

County: []

Latitude/Longitude: [] []

**If you are conducting a drill for your facility only
 Check the Private Box.**

Step 5: IMPORTANT: Make sure all facilities you want a response from are selected

Select all by checking box in black bar next to "Resource Name"

(FACILITIES NOT CHECKED WILL NOT BE ABLE TO RESPOND!!!) Double check your notification:

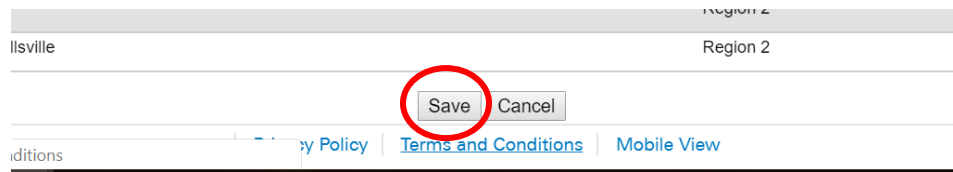
<input checked="" type="checkbox"/> Resource Name	Resource Type
<input checked="" type="checkbox"/> 540 CST (WMD)	Region 2
<input checked="" type="checkbox"/> Ascension Eagle River Hospital	Region 2
<input checked="" type="checkbox"/> Ascension Good Samaritan Hospital	Region 2
<input checked="" type="checkbox"/> Ascension Our Lady of Victory Hospital	Region 2
<input checked="" type="checkbox"/> Ascension Sacred Heart Hospital	Region 2

Step 6: Double check your information:

- Correct Event
- Correct Facility/Location
- Correct and specific information supplied for partners to act on announcement

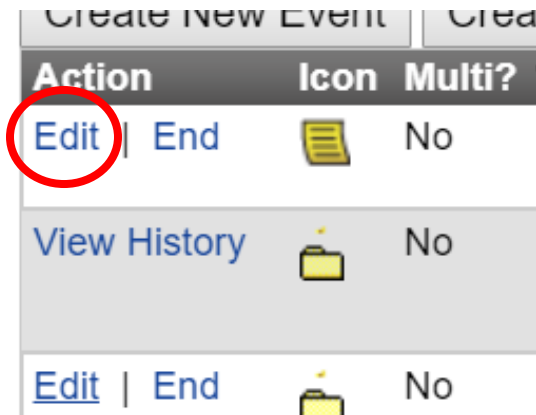
Creating an Event in EMResource (WITrac)

Step 7: To launch the alert, click “Save” at the bottom of the page



To update event:

Step 1: Scroll over “Event” Click “Event Management”, find your event and click “Edit”



Step 2: Add updates and click “Save” at bottom of the page. This will issue a new set of text/email/pop up alerts.

Step 3: To end event:

You should only end events that you created or someone asked you to end. Do not end any other events without consulting with that event’s creator!

Scroll over “Event” Click “Event Management”, find your event and click “End”

