



Wisconsin Hospital Emergency Preparedness Program

EMResource / WI Trac

Facility Status Summary (Resource Details) Updates for Flexible Funding

Go to: View Resource Detail page.

1. Click on View (if you are not already on your custom view).
2. Click on your hospital name.
3. Your “View Resource Detail” page will open.
4. Click on “edit resource details” (left of hospital name):
 - a. Name: Do not change. If the name is wrong, contact the system administrator.
 - b. Abbreviation: Do not change unless hospital name must be changed.
 - c. Resource Type: Cannot be changed/grayed out.
 - d. Standard Resource Type: Should be Hospital.
 - e. Reports HAvBED Date: Do not change/should be checked.
 - f. Share with other Regions: Cannot be changed/grayed out.
 - g. AHA ID: If a number has not been entered, please contact system administrator.
 - h. External ID: Leave blank.
 - i. Substate Region: Cannot be changed/grayed out.
 - j. iTriage Participant: Check box should be blank.
 - k. Address: Check Facility Address (change if incorrect):
 - i. Street Address
 - ii. City
 - iii. State
 - iv. Zip Code

v. County

- l. Lat/Lng: Click on “Lookup Address” to fill in latitude/longitude.
- m. Website: Enter a web site address only if that site has a direct link to the hospital position responsible for monitoring incoming calls 24/7. Otherwise type in none.
- n. Contact First Name: Leave Blank.
- o. Contact Last Name: All hospitals should key in this phrase; “Hospital 24-hour.”
- p. Title: Add the title of the position or hospital group responsible for monitoring the 24-hour phone.
- q. Contact Address: None.
- r. Contact Phone 1: Add the 24-hour phone number.
- s. Contact Phone 2: If available; add an alternate phone number or type in “none.”
- t. Contact Fax: If available; add a fax number monitored by the 24-hour monitoring position or type in “none.”
- u. Contact E-mail: If available, add an email address that goes to the 24-hour phone monitoring position or type in “none.”
- v. Notes: Add any information helpful to a caller trying to notify the 24-hour notification contact.
- w. Click “Save.”

Go back to: “View Resource Detail” page for your hospital.

Under “Organization” Section:

1. Wiscom Radio ID: Fill in your Wiscom Radio ID number if it is not already identified.
 - a. Under the “Status” heading, click on the data cell to open an “Update Status” page; then click on “Save.”
2. Trauma Level: Fill in your hospital’s trauma level.
 - a. Under the “Status” heading, click on the data cell to open an “Update Status” page; then click on “Save.”

3. Satellite Numbers: Fill in your Satellite Number. If your hospital does not have a satellite phone, type in “none.”
 - a. Under the “Status” heading, click on the data cell to open an “Update Status” page; then click on “Save.”

Under “Incident Command Structure” Section:

1. Type in the name or title and a phone number by which they can be reached for the following three incident command positions; Incident Commander (IC), Public Information Officer (PIO) and Logistics Chief (Logistics).
 - a. Under the “Status” heading, click on the data cell to open an “Update Status” page; then click on “Save.”

Under “Bed Capacity” Section:

Bed Capacity is your licensed and staffed bed capacity for the hospital in each of the categories listed. These numbers are usually consistent or only occasionally changed based on management decisions.

1. Under the “Status” heading, click on the data cell to open an “Update Status” page; then click on “Save.” Repeat this step for each category you wish to change.

Note: “Bed Availability” is a point in time count of the number of empty beds available.