EMResource Event Creation

Users can access EMResource at https://emresource.juvare.com/login

Event Types

**Mass Casualty Incident (MCI):** Used to gather the number of red, yellow, and green beds in response to an MCI. Do not use this template to announce disruptions in services your hospital provides, including computed tomography (CT) downtime.

**Bed Count:** Used in the event of a surge of patients who do not need to be evaluated in an emergency department and will be directly admitted to the receiving facility.

**General Announcement:** Used to communicate time-sensitive updates not related to any surge event. Examples include network outages, equipment failures, and critical bypass information.

**Resource Request:** 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 solutions bar, click “Menu” to find a list of menus. Use the search feature to find “Event,” and click to expand event options. Click “Event Management,” as shown in the screenshot below.
2. Click “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 or “Statewide/Bordering Regions” available.
     - HERC region-specific templates will default to facilities in the corresponding region.
     - “Statewide/Bordering Regions” will default to all facilities in the state.
       - Filter to include types of facilities by selecting a resource group (burn, PICU/NICU, or bulk facilities under a health system).
       - Filter to include bordering regions by selecting a resource type (applies to region 3, region 2, and region 6).
       - Filter to include specific facilities from bordering regions (applies to region 6 and facilities in the south of region 3 and east of region 2).
       - Include all facilities in the state.

4. Once you have identified the appropriate event template, click “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.

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*Do not include Protected Health Information (PHI)*

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**indicates the information is required**

**Title:**
MCI Training - This is a test Training Hospital in Training Co.

**Information:**
- Event Type: Medical
- Event Description: Multi vehicle car accident
- Estimated Number of Patients: Unknown, 5 EMS agencies en route, 2 vehicles on fire and semi transporting gasoline is involved.

**Street Address:**
1 W Wilson St

**City:**
Madison

**State:**
Wisconsin

**Zip Code:**
53703

**County:**
Dane

**Latitude/Longitude:**

**Event Ends:**
24 hours after event starts

**Event Start:**
- Immediately
- Mar 11, 2022 at 13:46
- 24 hours after event starts
- Never

**Event End:**
- 24 hours after event starts
- Mar 12, 2022 at 13:46

**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 notifications.

**Re-notify:**
- Disabled
- Every hours Starting

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P-03213 (07/2022) 3
6. Select the facilities (referred to as “Resources” in EMResource) that need to respond to the event. Note that facilities not checked will not be able to respond.

- Include types of facilities by selecting a resource group (burn, PICU/NICU, bulk facilities under a health system). The resource filter doesn't display on the event management page when the resource list is limited to 15 or fewer.
- 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 click “Start Event.”