EMTrack Checklist

Introduction

The purpose of this document is to serve as a pre-planning checklist for organizations that want to utilize EMTrack for patient tracking. EMTrack offers many patient tracking options and it is imperative that organizations decide how the system will be utilized prior to an active incident. EMTrack cannot be used until the steps identified in this document have been completed.

Organization Setup

EMTrack is a secure platform available for healthcare partners involved in emergency response. The framework of EMTrack is determined by the type of organization and users of the system will need to determine how their organization should be associated in the system. Users of the system can be associated with more than one organization. Organization setups include:

- First responder (emergency medical services)
- First receiver (hospitals)
- Family reunification staff (public health or other)
- Emergency management (dispatch)

Scope of Use

Patient tracking can be used for different scenarios. Organizations should decide how patient tracking will be utilized which can be found below.

Emergency medical services

- Mass casualty incident (MCI) patient tracking
- Daily patient tracking
- Pre-planned events

Hospital

- MCI and daily patient tracking for self-presenting patients
- Facility evacuation

Family reunification

- Facilitate family reunification during and post incident

Emergency management

- Situational awareness for ongoing incidents

Devices

Users can access EMTrack online on the Juvare portal or via the mobile application. The mobile application can be downloaded onto any smart device. Once the application is downloaded, network (cellular data or Wi-Fi) connectivity is not required. Any data entered will be saved until connectivity is re-established.

- Mobile application is recommended for data entry. The mobile application has a camera feature for barcode scanning and taking photos.
- Web-based platform has access to dashboards for situational awareness and acknowledging incoming patient notifications for destination facilities. A separate barcode scanner will be needed for data entry.
- Please email DHSEMSystems@dhs.wisconsin.gov at least 48 hours prior to the exercise to create a custom incident for the exercise.

Tracking Barcodes

EMTrack requires a unique identifier that can only be used once for each patient tracked.

- Triage tags or wristbands for MCI tracking
- System generated tracking barcodes for daily tracking
- Creation of custom barcodes using a Microsoft font template that can be used for pre-planned events or family reunification centers

Training

- It is recommended to facilitate frequent drills or exercises prior to active incident to reinforce training and system use.
- Refer to tracking guides under the "Resources" section on the DHS EMTrack Webpage.

User Creation

EMTrack users are assigned a role that determines access and functionality in the system.

- EMS agencies should decide whether to train all responders or only those that will be assigned to incident command positions during an MCI
- Hospitals should decide what staff positions will be receiving patients and entering self-presenting patients
- Hospitals should decide what staff positions will be entering patients if used for facility evacuation
- Local jurisdictions should decide staff that will be facilitating with family reunification
- Local jurisdictions can also assign emergency management and dispatch staff
- To request access to EMTrack, please send the following information to DHSEMSystems@dhs.wisconsin.gov:
  - o Person's full name
  - o Telephone number
  - o Email address
  - o Organization(s) name
  - o Organization(s) address