

Type of Policy:	<b>REGION 5 EMRESOURCE POLICY GUIDELINE</b>	Category:	<b>EMERGENCY RESPONSE</b>
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Title:	<i>Creating Events within EMResource</i>	Policy #:	<b>#3</b>
Page:	1 of 9	Replaces #:	
Issue Date:	<b>5/11/23</b>	Developed By:	PSAP SME Group, CFDMC Staff
Revision Dates:		Approved By:	Region 5 EMResource Steering Committee

## Recommendation use in red below!

EMResource is a tool we use to disseminate information to hospitals in region 5. It is important to remember the individuals are not law enforcement employees and we need to adhere to the Criminal Justice Information Services (CJIS) Security Policy on disseminating information regarding calls for service. Personally Identifiable Information (PII) is information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. Any FBI CJIS provided data maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history may include PII. We need to keep our information brief and concise and use plain talk, **no Personally Identifiable Information\***, **abbreviations, Signals/10- Codes.**

## Create an Event –

### Event Templates

Templates help you identify in advance certain aspects of a particular type of event, such as the appropriate statuses and resource types. Templates can be used to structure a wide range of events, not just emergencies or disasters, but also events like reporting, clinics, sporting and music events, and announcements. Regionally we have created the following templates, their use explained.

\* PII is information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name.

[1 MCI - Triage Capacity](#) Rescue provide current ability to accept Red, Yellow, and Green triage categories

[2 Haz-Mat Alert](#) CBRNE A hazardous Material Event has occurred. If your hospital has the Hazardous Material icon next to the facility name,...

[A-Cap Request\(Ambulance/Helicopter Availability\)](#) Rescue Your agency is asked to provide air and ground transport capacity available to respond.

[Ad Hoc Event](#) Ad Hoc used for ad hoc events

[Amber/Silver Alert](#) Safety Used by Authorized Law Enforcement for missing person alerts

[Bed Capacity - Acute Care](#) HAvBED gather current bed staffed capacity, availability and surge capacity for acute care facilities

[BOLO](#) Security Law Enforcement Bulletin - BE ON the Look OUT(BOLO)

[CFDMC Information](#) Other Central Florida Disaster Medical Coalition information Update

[Damage Assessment](#) Safety please conduct a facility damage assessment and provide answers to the statuses

[Damage Report](#) Infrastructure Damage Report

[ED Status update over due!](#) Other Status Update Reminder

[Emergency Room Status Update](#) Rescue Please update your current ER status

[EMS Information](#) Rescue Used to alert hospitals of EMS issues.

[ESS COVID Data](#) HAvBED ESS COVID Data

[Exercise, Exercise, Exercise, Drill, Drill, Drill](#) Other Exercise, Exercise, Exercise

[General Announcement](#) Other For Your Information Only General Announcement

[General Missing Person](#) Safety Missing person alert

[Hospital Information](#) Other Used to alert EMS of hospital issues.

[Law Enforcement Alert](#) Security Situational awareness notice by law enforcement for partner agencies.

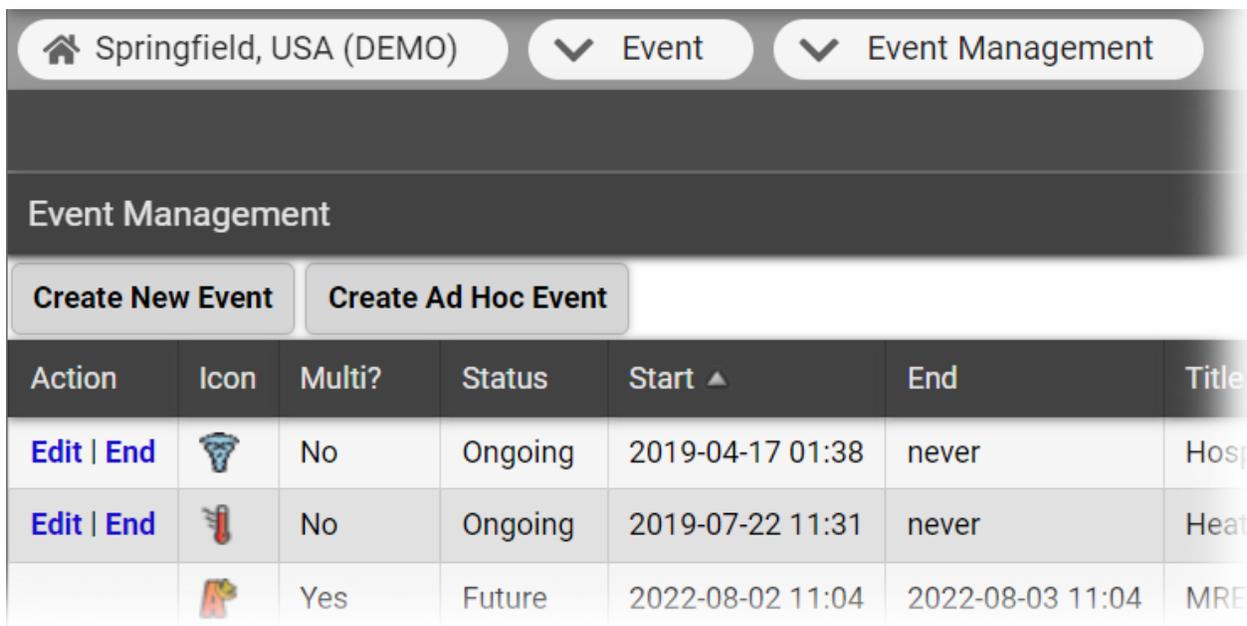
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**Law Enforcement Blue Alert Security** The Blue alert is used for missing, injured, or killed law enforcement officer with suspect still at large.

### Ad-Hoc Template

The ad-hoc event template is a simple default template provided as a part of EMResource to help you quickly initiate an event for any reason. The ad-hoc Template Name cannot be changed; however, you can edit the definition, default title, information, and end message, as well as the audio alert, icon, and event banner color. Through notifications, you can also specify who should be notified of this type of event.

Depending on your permissions, you may be able to create events, including ad hoc and multi-region events. Events are created from templates that include an icon, and ask you to enter specific details.



The screenshot shows the 'Event Management' interface. At the top, there are navigation buttons for 'Springfield, USA (DEMO)', 'Event', and 'Event Management'. Below this, there are two buttons: 'Create New Event' and 'Create Ad Hoc Event'. A table lists several events with columns for Action, Icon, Multi?, Status, Start, End, and Title.

Action	Icon	Multi?	Status	Start ▲	End	Title
<a href="#">Edit</a>   <a href="#">End</a>		No	Ongoing	2019-04-17 01:38	never	Hosp
<a href="#">Edit</a>   <a href="#">End</a>		No	Ongoing	2019-07-22 11:31	never	Heat
		Yes	Future	2022-08-02 11:04	2022-08-03 11:04	MRE

**Note:** Prior to creating an ad hoc event, you should create the appropriate status types and associate them with the resource types for the event.

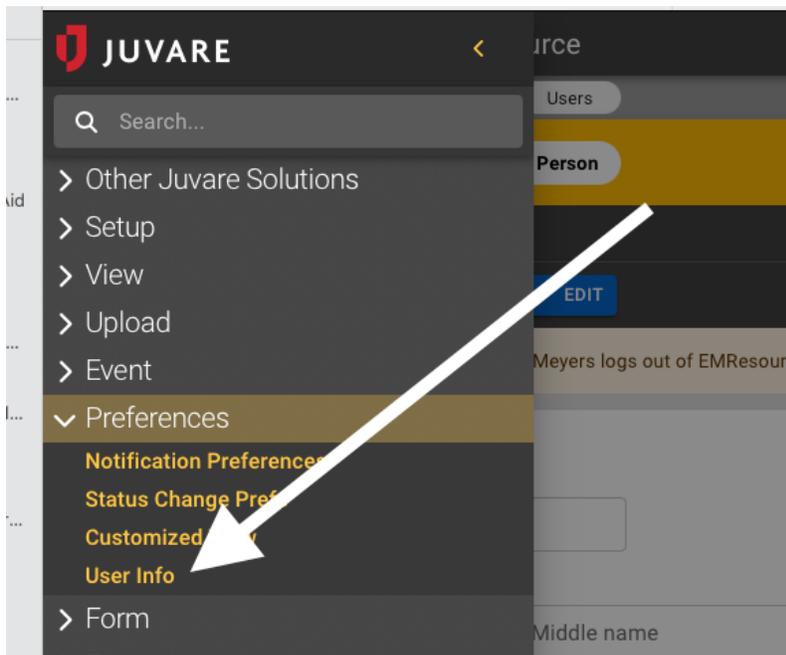
After creating an event, if you specified an address, you can open the [Map view](#) to see the event icon at the specified location. Click the icon to view the event details. Alternatively, select the event in the *Event Resources* field to limit the view to only resources associated with that event.

Keep the following in mind about event creation:

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- The **Title** and **Information** fields may contain default text that provides a generic description of the event type. You can use the default text or edit to replace it.
- Title is what's displayed, the information field should contain all essential elements of information possible and must contain originator's **agency name\*\*\***.
- Keep our information brief and concise and use plain talk, no Personally Identifiable Information\*, abbreviations, Signals/10- Codes.
- By default, events end 24 hours from the date and time you create them.
- Important! Consider the appropriate time length for display. If the event is only expected to last 4 hours in duration, the alert should match event length.
- By default, the **Display in Event Banner** checkbox is selected, and the event will appear in the event bar at the top of EMResource. If you do not want the event displayed in the banner, clear the **Display in Event Banner** checkbox.
- For certain types of events, especially those created to coordinate and track emergency response, certain address details (**City, State, and County**) may be required. If they are, two asterisks (\*\*) appear next to the field label.
- In specifying a location, you can enter minimal details (such as city and state) and then look up the address. In the map, click the location icon and drag it to the appropriate spot in the map.

\*\*\* Agency Name can be added to your full name and it will automatically be added to event notices. Select Preferences.



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 Edit User: Matthew Meyers

 Some changes will not take effect until Matthew Meyers logs out of EMResource.

Email address used to log in.

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### User Profile

Full Name \*  

Name shown to identify this person.

First Name  Middle name

Organization

 Edit User: Matthew Meyers

 Some changes will not take effect until Matthew Meyers logs out of EMResource.

Email address used to log in.

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### User Profile

Full Name \*  

Name shown to identify this person.

First Name  Middle name

Organization

Save and "Matthew Meyers CFDMC Project Manager" will now display on events started by Matt.

### To create an event

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1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Click **Create New Event**. The *Select Event Template* page opens.
3. Locate the template you want to use and, on that row, click **Create**. The *Create Event* page opens.
4. Enter this information.

Field	Description
<b>Title</b>	Name of the event.
<b>Information</b>	Additional details about the event.
<b>Event Ends</b>	Date and time the event is scheduled to end automatically. Alternatively, the event can be open-ended with no specified end date and time.
<b>Drill?</b>	When selected, identifies the event as a drill.

5. To provide more detail, click **Show more settings**. Additional fields appear.

**ALWAYS SELECT “Show More Settings”**

6. Enter this information. **Enter information only if known, if not leave blank!**

Field	Description
<b>Street Address</b>	Number and name of the street at which the event is located.
<b>City</b>	Name of the city in which the event is located.
<b>State</b>	Abbreviation for the state in which the event is located.
<b>Zip Code</b>	United States Postal ZIP Code in which the event is located.
<b>County</b>	State county or parish in which the event is located.
<b>Latitude/Longitude</b>	Geographic coordinates where the event is located. To obtain the exact <b>Latitude</b> and <b>Longitude</b> , click <b>Look up Address</b> .
<b>Event Start</b>	Start date and time for the event; the default is <b>Immediately</b> . However, you can set a start date in the future (for example, for exercises and training sessions).
<b>Attached File</b>	Attaching a file to the event makes it available to associated users. The following file types can be attached: PDF (.pdf), text (.txt), and web page (.html). <ol style="list-style-type: none"> <li>a. Click <b>Choose File</b>. Your browser explore window opens.</li> </ol>

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Field	Description
	<p>b. Locate and click the file.</p> <p>c. Click <b>Open</b>. The <i>Create Event</i> page shows the path and filename for the attachment.</p> <p><b>Attach Only .txt and .pdf files are allowed. Maximum file size is 5 megabytes (MB). Attach pictures if available for missing person or BOLOs, MSDS sheets for Haz-mat!</b></p>
<b>Display in Event Banner?</b>	When selected, the event will appear in the event banner at the top of every page. This option must be selected for events that do not have resources.
<b>Private?</b>	When selected, the user only sees information for resources with which they are associated.
<b>End Quietly?</b>	When selected, allows you to end the event without sending notifications to participants and other interested parties. <b>End All Events quietly unless there is a reason such as missing person found.</b>
<b>Re-notify</b>	<p>Indicates whether follow-up notifications are sent and if so, what time or how frequently they are sent.</p> <ul style="list-style-type: none"> <li>• Disabled. No additional notifications will not be sent automatically.</li> <li>• Every <i>n</i> hours, starting (date) at (time). At the specified interval, on the specified date and time, additional notifications will be sent automatically.</li> <li>• At specified times. At the specified times, additional notifications will be sent automatically.</li> </ul>

- 7. In the *Resources to Participate in This Event* area, select the checkbox for resources you want to include in this event. The event icon appears next to selected resources in *Views*. **Narrow Down the Group; Central Fla DMC(whole coalition), or to the level of County(each listed alpha).****

End Query:  Check if this event should end quietly, without notifications.

Re-notify:  Disabled  
 Every  hours Starting  at  :   
 at specified times (times are in America/New\_York)

Resources to Participate in This Event:

(Any Resource Group) (Any Resource Type) Resource Name Search Show All

Resource Name ^	Resource Type
<input type="checkbox"/> AdventHealth 4-Corners FSED	Free Standing Emergency Room
<input type="checkbox"/> AdventHealth - Altamonte Springs	Acute Care Hospital
<input type="checkbox"/> AdventHealth - Apopka	Acute Care Hospital
<input type="checkbox"/> AdventHealth Carrollwood	Acute Care Hospital
<input type="checkbox"/> AdventHealth - Celebration	Acute Care Hospital
<input type="checkbox"/> AdventHealth Celebration PEDs ED	Free Standing Emergency Room

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**Note:** All resources associated with the event template are displayed. Selected resources are requested to update their event status types, in addition to their daily status types. Selected resources do not indicate who will receive notifications regarding the event. Refer to [Set Up Template Notifications](#) for more information.

8. Click **Start Event**.

### To create an ad hoc event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Click **Create Ad Hoc Event**. The *Create Ad Hoc Event* page opens.
3. Enter the requested information (see the procedure *Create an Event* above for field descriptions).
4. Click **Next**. The *Select Resources* page opens.
5. Locate and select the checkbox for resources you want to include in this event. The event icon will appear next to selected resources in *Views*.

**Note:** All resources associated with the event template are displayed. The resources you select will receive a request to update their event status types (in addition to their daily status types); however, selected resources will not necessarily receive event notifications regarding the event. Refer to [Set Up Template Notifications](#) for more information.

6. Click **Next**. The *Select Status Types* page opens.
7. Locate and select the checkbox for status types (associated with the selected resources) that you want to monitor.
8. Click **Next**. The *Ad Hoc Event Confirmation* page opens.
9. Review the information you entered and when you are ready to create the event, click **Yes**.

### To create a multi-region event

**Note:** Creating a multi-region event may take several minutes to complete.

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.

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2. Click **Create New Multi-Region Event**. The *Create Multi-Region Event* page opens.
3. Enter the requested information (see the procedure *Create an Event* above for field descriptions).
4. Click **Next**. The *Select Resources* page opens.
5. In the *Resources to Participate in This Event* area, take one of these actions.

If you want to...	Then...
Include all resources from all participating regions,	Select the <b>Include all resources</b> checkbox.
Only include some resources from certain regions,	<ol style="list-style-type: none"> <li>a. Clear the <b>Include all resources</b> checkbox and for each region, select the appropriate template.</li> <li>b. Click <b>Next</b>. A page opens for every region you selected.</li> <li>c. On each region page, select specific resources and click <b>Next</b>. The confirmation page opens.</li> </ol> <p><b>Tip:</b> Use the filter and search options to reduce the number of resources and make it easier to identify the appropriate resources.</p>

6. Click **Next**. The *Select Status Types* page opens.
7. Locate and select the checkbox for status types (associated with the selected resources) that you want to monitor.
8. Click **Next**. The *Multi-Region Event Confirmation* page opens.
9. Review the information you entered and when you are ready to create the event, click **Yes**.

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