

HOSPITAL STATUS REPORT EXERCISE FOR APRIL 18, 2024

Exercise Message Submission Window

- Apr 16 00:00 UTC – Apr 19 15:00 UTC

Difficulty Level: **Basic**

Purpose: During a disaster or event scenario that impacts on a hospital facility to the degree that it becomes necessary to coordinate with a state or provincial government authority, the hospital will probably use a form similar to the Winlink Express *Hospital Status Report* template. This template is generic. Each state or provincial jurisdiction sets its own standard and the Agency Having Jurisdiction (AHJ) that you support may have a modified version. For this exercise, the EmComm Training Organization™ serves as the AHJ. Your task is to submit an exercise Hospital Status Report form in accordance with the following Instructions.

Objective:

To submit an accurately completed Hospital Status Report to your regional ETO Clearinghouse within the timeframe specified above. Messages submitted after the closing date/time are not included in the exercise analysis process and will not be included in the resulting report or map..

Resources:

- General Notes on Frequently-Seen Mistakes: https://emcomm-training.org/Winlink_Thursdays.html
- Finding your ETO clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- Setting your Position in Winlink Express — With or Without a GPS Receiver for your Computer [PDF]: <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- **Teaching Point:** how a GIS map-capable form's default position is determined: From within Winlink Express; Click on Help ⇒ Help Contents ⇒ expand Operation ⇒ click on GIS Mapping Forms & Catalog Items.

Exercise Instructions: Next Page

EMCOMM TRAINING ORGANIZATION™

EXERCISE INSTRUCTIONS FOR APRIL 18, 2024

Narrative

Incident: Tornado Damage to Medical Facility

The unimaginable happened on Sunday May 22, 2011 at approximately 1717 hrs when an EF-5 tornado struck Mercy Hospital Joplin, MO (known then as St. John's Regional Medical Center). The hospital sustained extensive damage and was evacuated. There were five patient deaths. Patients were triaged and transported to hospitals across the region including hospitals in Springfield and Northwest Arkansas (source: Mercy Hospital website/Wikipedia).

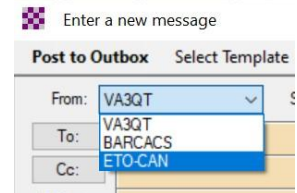
For this exercise, the EOC and ACS/ARES radio room are located in a hardened space in the basement. As fate would have it, you are one of three Amateurs who arrived at 1700 hrs to participate in a routine drill. Fortunately, one radio antenna has withstood the impact of the storm and is still functional, and you have 1 hour of reserve power..



Instructions

Open and Select the Form

- Close and reopen the Winlink Express application to force any uninstalled updates.
- Verify that the correct From: account is selected (if more than one).
- Click on Message > New Message
- Verify that Send As: is set to Winlink Message.
- Optional: Click the checkbox for Request message receipt.
- Click on Select Template > Standard Templates.
- Click on GENERAL MEDICAL Forms.
- Select Hospital Status.txt and double click on it to open it in your default browser.



EMCOMM TRAINING ORGANIZATION™

Fill out the Top Section

- Click the Setup button, top left corner, and enter “EmComm Training Organization”, click “OK” to close
- Confirm that the checkbox for “THIS IS AN EXERCISE” is selected.
- Click on the Report Type radio button for “Initial”.
- Insert the following information in the numbered boxes:
 1. MERCY TORNADO
 2. Click to Insert Date Time Group (DTG)
 - 3a Mercy Hospital Joplin, MO
 - 3b Hospital
Enter Latitude 37.0361615 Longitude -94.5099951
 - 4a Jane Doe, EM Mgr
 - 4b 555-555-5555 X 1234
 - 4c 555-555-5551
 - 4d mercyeoc@nodomain.com

Fill out Section 5 Facility Operating Status

In the following boxes select:

5 NOT FUNCTIONAL

Comments: “Windows blown out, major interior destruction”

Fill out Section 6 Communications

In the following insert:

- COMMUNICATIONS Impacted: Yes
 - 6a NOT FUNCTIONAL
 - 6b NOT FUNCTIONAL
 - 6c NOT FUNCTIONAL
 - 6d NOT FUNCTIONAL
 - 6e IMPAIRED
 - 6f NOT FUNCTIONAL
 - 6g LIMITED
- Comments: “6g Winlink functional, Callsign WB6ZZZ”

EMCOMM TRAINING ORGANIZATION™

Fill out Section 7 UTILITIES

In the following insert:

- Impacted: YES
- 7a NOT FUNCTIONAL
- 7b NOT FUNCTIONAL
- 7c UNKNOWN
- 7d NOT FUNCTIONAL
- Comment: "7b No fresh water available"

Fill out Section 8 EVACUATIONS

In the following insert:

- Evacuations: YES
- 8a YES, In progress
- 8b NO
- 8c YES, Anticipated
- 8d NO
- Comment: "All available logistics/housekeeping staff employed clearing ER spaces and hallways in preparation for evac operation"

Fill out Section 9 CASUALTIES

In the following insert:

- Casualties: YES
- RED = 50
- YELLOW = 100
- GREEN = 300
- BLACK = 5
- Comment: "On-site staff: 15% RED, 40% YELLOW, 45% GREEN"

Fill out Section 10 ADDITIONAL INFORMATION

In the following insert:

- Internal disaster plan activated? YES
- Facility Command Center activated? YES
- Emergency generator power in use? YES
- Will you send Resource Request within 4 hours? YES
- Comment: "Preparing non-dischargeable patients for State EOC managed Mass Evacuation"

EMCOMM TRAINING ORGANIZATION™

Review and Form Submission to WLE

- Verify that the form information is correct in accordance with the Instructions.
- Click the "Save EmComm Training Organization Hospital Status data" box at the bottom of the form. "Click "OK". If an input error is highlighted, correct it and repeat the previous step.
- Click the Submit button - Close the browser.

Sending the message

- Enter your ETO Clearinghouse address in the *To*: line.
- Enter the tactical address "ETO-BK" in the *Cc*: line.
- Optional:** Enter your internet email address in the *Cc*: line.
- Optional:** Click on Request message receipt.
- Click on *Post to Outbox* on the menu bar.
- Select your session type from the drop-down list to the right of the *Open Session* button.
- Click the *Open Session* button.
- The Open Session Window will open.
- If applicable, pick an appropriate channel in *Channel Selection*
- Click Start to send your message.
- Close the Session window.
- Close the Winlink Express window.

End of Exercise Instructions

EMCOMM TRAINING ORGANIZATION™

EXAMPLE HOSPITAL STATUS REPORT

| HOSPITAL STATUS REPORT (Short HCS 251) EmComm Training Organization | | | |
|---|--|---|----------------------|
| ** THIS IS AN EXERCISE ** | | | |
| Report Type | | | |
| INITIAL | | | |
| 1. Incident Name | MERCY TORNADO | 3a. Date/Time | 2024-04-02 19:10:36 |
| 3a. Facility Name | Mercy Hospital Joplin, MO | 3b. Facility Type | Hospital : |
| 4a. Contact Name | Jane Doe, EM Mgr | 4b. Contact Phone | 555-555-5555 X 1234 |
| 4c. Cell Phone | 555-555-5557 | 4d. Contact Email Address | mercyec@nodomain.com |
| 5. FACILITY OPERATING STATUS | | | |
| Normal | Modified partially functional - no assistance needed (explain) | Limited partially functional,- Some assistance needed (explain) | |
| UNKNOWN | Impaired-major assistance needed (explain) | Not functional major assistance needed (explain) | |
| Ability to provide essential care services | | NOT FUNCTIONAL | |
| Windows blown out, major interior destruction | | | |
| 6. COMMUNICATIONS Impacted YES | | | |
| 6a. Email | NOT FUNCTIONAL | | |
| 6b. Landline Phone | NOT FUNCTIONAL | | |
| 6c. Fax | NOT FUNCTIONAL | | |
| 6d. Internet | NOT FUNCTIONAL | | |
| 6e. Cell Phone | IMPAIRED | | |
| 6f. Satellite Phone | NOT FUNCTIONAL | | |
| 6g. Amateur Radio | LIMITED | | |
| 6h. 6g Wireless functional, Callign WMS22Z | | | |
| 7. UTILITIES Impacted: YES | | | |
| 7a. Power | NOT FUNCTIONAL | | |
| 7b. Water | NOT FUNCTIONAL | | |
| 7c. Sanitation | UNKNOWN | | |
| 7d. Heating/Ventilation/AC | NOT FUNCTIONAL | | |
| 7b No water available | | | |
| 8. EVACUATIONS YES | | | |
| 8a. Evacuating? | YES | Evacuation is in Progress | |
| 8b. Partial Evacuation | NO | | |
| 8c. Total Evacuation | YES | Total Evacuation is Anticipated | |
| 8d. Shelter in place | NO | | |
| All avail logistics/housekeeping staff employed clearing ER spaces and hallways in preparation for evic operation | | | |
| 9. CASUALTIES YES | | | |
| Immediate injuries = Critical care needed RED | Estimated # 50 | | |
| Delayed injuries = Moderate care needed YELLOW | Estimated # 100 | | |
| Minor injuries = Care not needed immediately GREEN | Estimated # 300 | | |
| Fatalities BLACK = Deceased | Estimated # 5 | | |
| On-site staff: 15% RED, 40% YELLOW, 45% GREEN | | | |
| 10. ADDITIONAL INFORMATION | | | |
| Internal disaster plan activated? | YES | Facility Command Center activated? | YES |
| Emergency generator power in use? | YES | Will you send Resource Request within 4 hours? | YES |
| Preparing non-dischargeable patients for State EOC-managed Mass Evacuation | | | |
| Version 2.1 | | | |