

EPRI

Emergency Preparedness Resource Inventory

User's Manual

Prepared for:

Agency for Healthcare Research and Quality
540 Gaither Rd.
Rockville, MD 20880

Contract No. 290-06-00011-1

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AHRQ Publication No. 11-0061-1-EF
April 2011



Funding and leadership to support EPRI were provided by the Hospital Preparedness Program in the Office of the Assistant Secretary for Preparedness and Response, U.S. Department of Health and Human Services, through Agency for Healthcare Research and Quality Contract No: 290-06-00011-1 with Abt Associates. AHRQ Publication No. 11-0061-1-EF.

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Suggested Citation

Rich T. Emergency Preparedness Resource Inventory Users Manual. Prepared under Contract No. 290-06-00011-1 with Abt Associates. AHRQ Publication No. 11-0061-EF. Rockville, MD: Agency for Healthcare Research and Quality, April 2011.

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Chapter 1: Getting Started

What Is EPRI?

The Emergency Preparedness Resource Inventory – or EPRI, pronounced “Eh-pree” – is a database and communication system designed to help cities, counties, or states (1) compile an inventory of resources needed to respond to emergencies and (2) determine what resources are available during an emergency.

EPRI includes features for:

- ❖ Entering and updating information about resources that are housed at different locations in your jurisdiction.
- ❖ Producing a variety of reports indicating which organizations have particular resources or where particular resources are located.
- ❖ Requesting information on what types of resources are currently available to help respond to an emergency.
- ❖ Indicating what resources you can provide to others during an emergency.

EPRI is a web-based system: you will need a high-speed Internet connection and a web browser to use EPRI.

Funding and leadership to support EPRI were provided by the Hospital Preparedness Program in the Office of the Assistant Secretary for Preparedness and Response, U.S. Department of Health and Human Services, through an Agency for Healthcare Research and Quality contract with Abt Associates.

Registration Process

Each jurisdiction using EPRI has an **EPRI Administrator**, who is responsible for setting up and operating EPRI. To become an EPRI user, contact the EPRI Administrator and request access to EPRI. If your request is approved, you will be provided with:

- ❖ the EPRI web site address;
- ❖ your EPRI login and password; and
- ❖ your EPRI “user type” (see “What type of EPRI user are you?” in this chapter).

When you receive this information, go to the EPRI web site and confirm that you are able to log in to EPRI.

Tip

Keep the following information handy:

EPRI Administrator contact information:

Name: _____

Phone: _____

Email: _____

EPRI web address (login page):

EPRI login and password:

Login: _____

Password: _____

What Type of EPRI User Are You?

Your EPRI Administrator will assign you one of the following user types:

- ❖ Data Manager
- ❖ Data Entry
- ❖ Reports and Emergency Requests
- ❖ Reports Only

Figure 1.1 below indicates the functions available to each of these user types.

Figure 1.1: EPRI User Roles and Associated Functions

EPRI Function	EPRI User Roles				
	Administrator	Data Manager	Data Entry	Reports and Emergency Requests Only	Reports Only
Set Up and Customize EPRI (see the Administrator's Guide)	Yes	No	No	No	No
Enter/Edit Inventory Data (see Chapter 2.1)	Yes	Yes	Yes	No	No
Email Locations (see Chapter 2.2)	Yes	Yes	No	No	No
Run Inventory Reports (see Chapter 2.3)	Yes	Yes	No	Yes	Yes
Create Emergency Requests (see Chapter 3.1)	Yes	Yes	No	Yes	No
Respond to an Emergency Request (see Chapter 3.2)	Yes	Yes	Yes	No	No

Chapter 2: Resource Inventory

2.1 Entering and Updating Resource Inventory Data

Feature Availability

The following types of users can enter or update inventory data:

- ❖ Administrator
- ❖ Data Manager
- ❖ Data Entry

Quick Summary

To enter or update resource inventory data, log in to EPRI and:

- ❖ Step 1: Click the Inventory keyword.
- ❖ Step 2: Click the Inventory box icon for your location.
- ❖ Step 3: Enter or update the inventory data.

Step 1.

Click the Inventory Keyword

After you log in to EPRI, the home page is displayed. Figure 2.1 shows a “generic” home page – your EPRI Administrator may have added text or additional links to the home page.

Near the top of all EPRI web pages are one or more keywords. (The number of keywords varies by user type.) The EPRI home page shown in Figure 2.1 has the keywords that users who are “Data Managers” will see (Home, Inventory, Reports, and Emergency Requests).

To enter or update inventory data, click the Inventory keyword.

Figure 2.1: EPRI Home Page

EPRI | Home Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://74.81.196.8/default.aspx

EPRI | Home Page

Welcome, abcmanager
[HELP](#) | [LOG OUT](#)

[Home](#) **[Inventory](#)** [Reports](#) [Emergency Requests](#)

The Emergency Preparedness Resource Inventory (EPRI) allows local or regional planners to assemble an inventory of critical resources that would be useful in responding to a man-made or natural disaster.

Make sure any POP-UP BLOCKING software is DISABLED.

Funding and leadership to support EPRI was provided by the Hospital Preparedness Program, Health Resources and Services Administration within the [Office of the Assistant Secretary for Preparedness and Response](#), U.S. Department of Health and Human Services, through an [Agency for Healthcare Research and Quality](#) contract. [Abt Associates](#) developed EPRI. For additional information on EPRI, contact [Tom Rich](#) at Abt Associates or [Sally Phillips](#) at AHRQ.

User: abcmanager - Date: 12/23/2009 9:42:27 AM | [log out](#)

Done

Step 2.




Click an Inventory Icon

Clicking the Inventory keyword displays the Inventory Status page (see Figure 2.2). The page contains a data table with one row for each location that you can enter or edit inventory data for. In Figure 2.2, the user “abcmanager” has data entry responsibility for three hospitals.

Click the icon in the far right column of the data table to enter or update resource inventory information for a location. (The check mark box to the right of the icon is used in conjunction with the “Send Email to Selection Locations” link – see Chapter 2.2.)

Figure 2.2 Inventory Status Page

The screenshot displays the EPRI Inventory Status page. At the top, there is a navigation menu with links for Home, Inventory, Reports, and Emergency Requests. Below the menu is a search form with fields for Search Name, Select Location Group, Select Location Type, and Select County, along with a Timeliness filter set to 60 Days and a Search button. A link for "Send Email To Selected Locations" is located below the search form. The main content area features a table titled "Inventory Status" with the following data:

Name	Organization Name	Completeness	Timeliness (60 Days)	
ABC 2nd Hospital	Hospital ABC	100%	100%	 <input type="checkbox"/>
Hospital ABC	Hospital ABC	94%	94%	 <input type="checkbox"/>
XYZ Hospital	Hospital ABC	24%	24%	 <input type="checkbox"/>

Below the table, there is a pagination control showing "Page 1 of 1" and "Show 10 Records Per Page". There are also links for "Download as Spreadsheet" and "XML File". The footer of the page indicates the user is "abcmanager" and the date is "12/23/2009 9:59:03 AM".

Tips

- ✓ If the locations displayed in the data table do not seem correct to you (for example, you do not work at the location), contact your EPRI Administrator.
- ✓ The EPRI Administrator will see all locations participating in ERPI displayed in the data table, and have the ability to sort the table by Inventory Completeness or Timeliness. This provides a simple way to identify locations that need to update their inventory.

This page contains:

- ❖ Several text boxes and dropdown lists, as well as a Search button, for filtering locations displayed in the data table.
- ❖ A data table containing one row for each location that you can enter or edit inventory data for.
 - » If several locations are displayed, you can sort the table by clicking on one of the column headings.
 - » The **Inventory Completeness** is the percentage of inventory data elements that have been filled in.
 - » The **Inventory Timeliness** is the percentage of inventory data elements that have been updated within the indicated number of days (60, in the case of Figure 2.2).

Step 3.

Enter / Update the Inventory Data

Tips

- ✓ If the value for a data element is the same as the displayed value, simply check the Confirm Now box to indicate that it has not changed and then click Submit.
- ✓ If the resources that you are being asked for seem not applicable to your organization, contact your EPRI Administrator.

The Inventory page contains text boxes for each resource that you are being asked to provide inventory data on. Figure 2.3 shows an illustrative data entry page; your EPRI Administrator will design your data entry page. Type in the value for each resource and then press Tab to move to the next box. When you are finished, click Submit.

- ❖ The **Confirmed** column indicates the last time you either (1) entered a new value for the data element or (2) confirmed that the value has not changed since the previous time you entered the value (by putting a check mark in the “Confirm Now” box).
- ❖ You can click on resource names that are underlined to display a definition of the resource. Otherwise, contact the EPRI Administrator if you have questions about the resource.

Figure 2.3: Inventory Data Entry Page

EPRI | Update Inventory - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://74.81.196.8/WebPages/Inventory/UpdateInventory.aspx?load=623

EPRI | Update Inventory

Welcome, abcmanager
HELP | LOG OUT

Home Inventory Reports Emergency Requests

Update Inventory

Enter current data for the resources or check the Confirm box to indicate the value is still current. Then click the Submit button. Click on the resource name to see its definition.

Submit Cancel

Inventory For: Hospital ABC
Location Type: Hospitals
Organization: Hospital ABC
City: New Buckland

Confirm All

Teams/Equipment	Total	Confirmed	Confirm Now
Inpatient Beds			
<u>ICU Beds</u>	<input type="text" value="1"/>	11/27/2009	<input type="checkbox"/>
Labor and Delivery Birthing Beds	<input type="text" value="2"/>	11/27/2009	<input type="checkbox"/>
Labor and Delivery Patient Beds	<input type="text" value="3"/>	11/27/2009	<input type="checkbox"/>
Medical / Surgical Beds	<input type="text" value="4"/>	11/27/2009	<input type="checkbox"/>
Mental Health Patient Beds	<input type="text" value="5"/>	11/27/2009	<input type="checkbox"/>
<u>Negative Pressure Isolation Beds</u>	<input type="text" value="6"/>	11/27/2009	<input type="checkbox"/>
Operating Room Beds	<input type="text" value="7"/>	11/27/2009	<input type="checkbox"/>

Done

2.2 Emailing Reminders Regarding Inventory Data

Feature Availability

The following types of users can use EPRI to email locations to remind them to enter or update inventory data:

- ❖ Administrators
- ❖ Data Manager

Quick Summary

To use EPRI to email persons responsible for updating inventory data, log in to EPRI and:

- ❖ Step 1: Click the Inventory keyword.
- ❖ Step 2: Click the check box of the location(s) you want to email.
- ❖ Step 3: Fill out the email form and click Send.

Step 1.

Click the Inventory Keyword

Click the Inventory keyword (see Figure 2.1).

Step 2.

Select the Location(s) You Want to Email

Tip

- ✓ To send emails to locations that have not reported their inventory data, sort in descending order the list of locations by Inventory Completeness. Clicking on a column heading sorts the table by that column. A second click changes the sort order from ascending to descending.

Click the check boxes for the location(s) that you want to send email to using EPRI, and then click "Send Email to Selected Locations" in the dropdown list. In Figure 2.4, the two locations that have not completed entering inventory data will be emailed.

Figure 2.4: Selecting Locations to Email

The screenshot shows the EPRI Inventory Status web application in a Mozilla Firefox browser. The page title is "EPRI | Inventory Status - Mozilla Firefox". The browser address bar shows the URL "http://74.81.196.8/WebPages/Inventory/Inventory.aspx". The page content includes a navigation menu with "Home", "Inventory", "Reports", and "Emergency Requests". The "Inventory Status" section features a search form with fields for "Search Name", "Select Location Group", "Select Location Type", "Select County", and "Timeliness: 60 Days". A "Send Email To Selected Locations" button is visible. Below the search form is a table titled "Inventory Status" with columns: "Name", "Organization Name", "Completeness", "Timeliness (60 Days)", and a checkbox column. The table contains three rows: "ABC 2nd Hospital" (100% Completeness, 100% Timeliness), "Hospital ABC" (92% Completeness, 92% Timeliness), and "XYZ Hospital" (0% Completeness, 0% Timeliness). The checkboxes for "Hospital ABC" and "XYZ Hospital" are checked and circled in red. The footer of the page shows "User: abcmanager - Date: 12/23/2009 10:42:40 AM | log out" and "Done".

Name	Organization Name	Completeness	Timeliness (60 Days)	
ABC 2nd Hospital	Hospital ABC	100%	100%	<input type="checkbox"/>
Hospital ABC	Hospital ABC	92%	92%	<input checked="" type="checkbox"/>
XYZ Hospital	Hospital ABC	0%	0%	<input checked="" type="checkbox"/>

Step 3.

Fill Out the Email Form

Selecting the Send Email to Selected Locations option displays the Send Email page (see Figure 2.5). Fill out the form, and then click Send to send the email to the desired locations.

Figure 2.5: Send Email Page

Send Emails - Mozilla Firefox
http://74.81.196.8/WebPages/SendEmail.aspx?type=loc&load=623,637

Location Type:
Email To: Emergency Contacts
Message Subject: Reminder to enter EPRI data
Message Body: I noticed that you have not entered all the required inventory data. Please do this as soon as possible.

Locations to Email:
[Hospital ABC](#)
[XYZ Hospital](#)

Send Email Cancel

Done

- ❖ The **Email To** dropdown list contains three choices:
 - » Emergency Contacts – emails will be sent to the email address(es) of the emergency contact person(s) at the selected locations.
 - » Data Managers – emails will be sent to data manager(s) associated with the selected locations.
 - » Both – emails will be sent to both the emergency contact(s) and data manager(s).
- ❖ The text you enter in the **Message Subject** and **Message Body** appears in the emails.

- ❖ After you click **Send Email**, messages will appear in the popup that indicate whether the individual emails were successfully delivered.

2.3 Producing Inventory Reports

The Inventory Across Multiple Locations report includes a flexible report generator that provides you with many options for viewing resource inventory data.

Feature Availability

The following types of users can run inventory reports:

- ❖ Administrator
- ❖ Data Manager
- ❖ Reports and Emergency Requests Only
- ❖ Reports Only

Quick Summary

To run an inventory report, login to EPRI and:

- ❖ Step 1: Click the Reports keyword.
- ❖ Step 2: Click the Inventory Across Multiple Locations Report.
- ❖ Step 3: Select a Resource Group.
- ❖ Step 4: Select a Location Group.
- ❖ Step 5: Select a level of aggregation.
- ❖ Step 6: Select an output format and click Run Report.

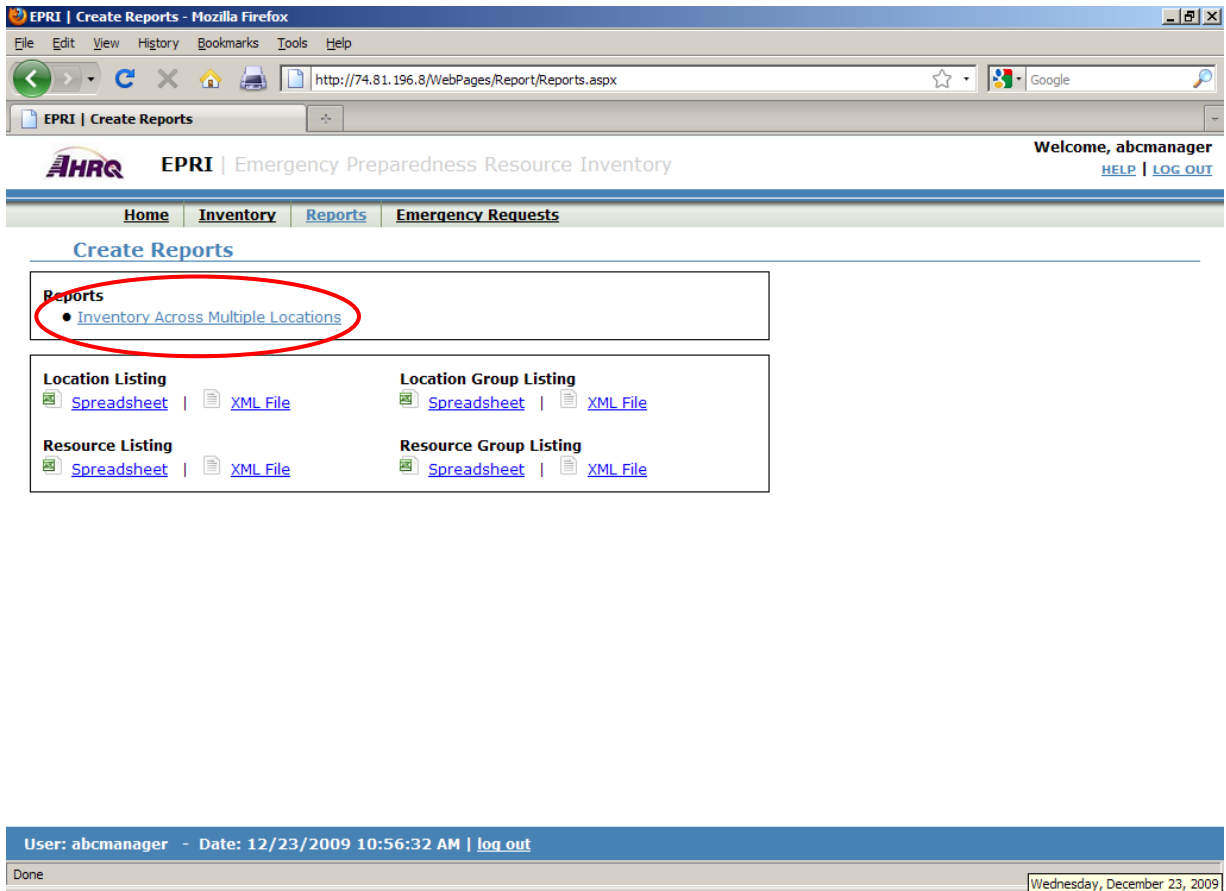
Step 1. Click the Reports Keyword

Click the Reports keyword (see Figure 2.1).

Step 2. Click the Inventory Across Multiple Locations Report

Clicking the Reports keyword displays the EPRI Reports Page. Click the Inventory Across Multiple Locations link on this page to produce an inventory report (see Figure 2.6).

Figure 2.6: EPRI Reports Page



The Inventory Across Multiple Locations contains four dropdown lists for building reports (see Figure 2.7). These options are explained in Steps 3 thru 6 below.

Figure 2.7: Options for the Inventory Across Multiple Locations Report

The screenshot shows a web browser window titled "EPRI | Inventory Across Multiple Locations - Mozilla Firefox". The address bar shows the URL "http://74.81.196.8/WebPages/Report/InventoryAcrossMultipleLocations.aspx". The page header includes the EPRI logo and the text "EPRI | Emergency Preparedness Resource Inventory". A navigation menu contains "Home", "Inventory", "Reports", and "Emergency Requests". The main content area is titled "Inventory Across Multiple Locations" and contains a "Report Parameters:" section with the following fields:

Saved Location Groups:	<input type="text"/>	Aggregation:	<input type="text" value="by Location"/>
Saved Resource Groups:	<input type="text"/>	Output:	<input type="text" value="HTML"/>

Below the fields are two buttons: "Run Report" and "Cancel".

At the bottom of the page, a status bar displays: "User: abcmanager - Date: 12/23/2009 11:04:54 AM | [log out](#)". Below this is a "Done" status bar.

Step 3.

Select a Resource Group

The Saved Resource Group dropdown list (see Figure 2.7) shows all the different resource groups that have previously been created. A resource group is a collection of one or more resources.

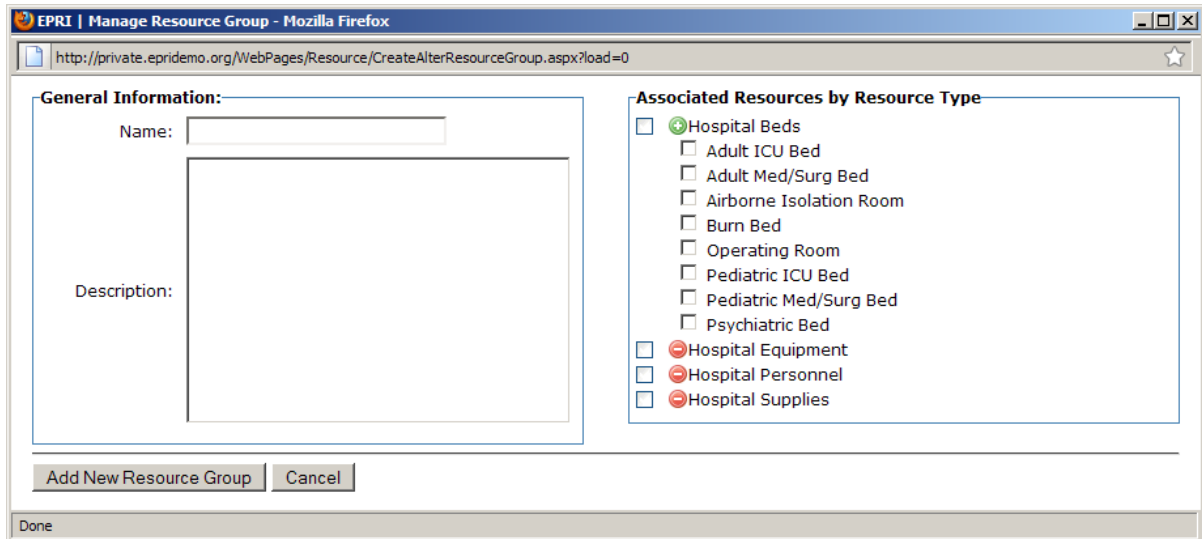
Tip

- ✓ If you have to regularly produce an inventory report, ask your EPRI Administrator to create for you a Resource Group that matches your report requirements.

You can either select a Resource Group from the dropdown list or create your own, if you need a special report. To create a new Resource Group:

1. Select “—New Resource Group—” from the Resource Group dropdown list.
2. Select the desired resources, using the plus / minus signs to expand or collapse the resource listing (see Figure 2.8).
3. Specify a meaningful name and description to the Resource Group.
4. Click “Add New Resource Group” in the popup.
5. Go to Step 4, below.

Figure 2.8: Create Resource Group Popup



Step 4.

Select a Location Group

The Saved Location Group dropdown list (see Figure 2.7) shows all the different location groups that have previously been created. A location group is a collection of one or more locations.

Tip

- ✓ If you want to produce an inventory report for a **single location** (instead of multiple locations), go to that location's Inventory status page (see Chapter 2.1) and print the page from your web browser. To improve print quality, put check marks for the options to print background images and colors on your browser's print dialog box.

You can either select a Location Group from the dropdown list, ask the EPRI Administrator to create one for you, or create a new Location Group.

To create a new Location Group:

1. Select “—New Location Group—” from the Location Group dropdown list.
2. In the Create Location Group popup (see Figure 2.9), select the locations you want to include in your report (see below for more information on selecting locations).
3. Specify a name for the group and, optionally, a description.
4. Click “Add New Location Group”
5. Go to Step 5, below.

Figure 2.9: Create Location Group Popup

Manage Location Group - Mozilla Firefox

http://74.81.196.8/WebPages/Location/CreateAlterLocationGroup.aspx?type=type&load=0

General Information:

Name:

Description:

Add Filters:

Location Type:

City:

County:

Located: miles of:

Filter Sets in Use:

Locations that match ANY filter:

The general steps involved in using the above popup window are:

- » Select values in one or more of the dropdown lists in the upper right corner of the popup (e.g., a Location Type, a city, or county) and then click the Add Filter button.

- » The locations that meet the specified criteria are added to the list in the lower right corner of the popup (“Locations that match ANY filter”). Locations in this list can be removed by either (1) un-checking the location in the “Include” column or (2) deleting the filter set by clicking the “X” in the list of Filter Sets In Use (in the lower left corner). In Figure 2.10 below, selecting Hospitals from the Location Type dropdown displayed four hospitals in the “Locations that match ANY filter” list, but two (DEF Hospital and Hospital ABC) were subsequently deselected.

Figure 2.10: Create Location Group Popup

General Information:

Name:

Description:

Add Filters:

Location Type:

City:

County:

Located: miles of:

Filter Sets in Use:

Filter Description	
Hospitals	X

Locations that match ANY filter:

Name	Include
ABC 2nd Hospital	<input checked="" type="checkbox"/>
DEF Hospital	<input type="checkbox"/>
Hospital ABC	<input type="checkbox"/>
XYZ Hospital	<input checked="" type="checkbox"/>

Done

- » Assign a meaningful name to the Group in the upper left corner.
- » Click “Add New Location Group.” The list of checked locations in the lower right corner (“Locations that match ANY filter”) will be included in the Location Group.

Step 5.

Select a Level of Aggregation

Different levels of aggregation are available for the reports (see Figure 2.11):

Figure 2.11: Aggregation Options

The screenshot shows a web browser window with the following elements:

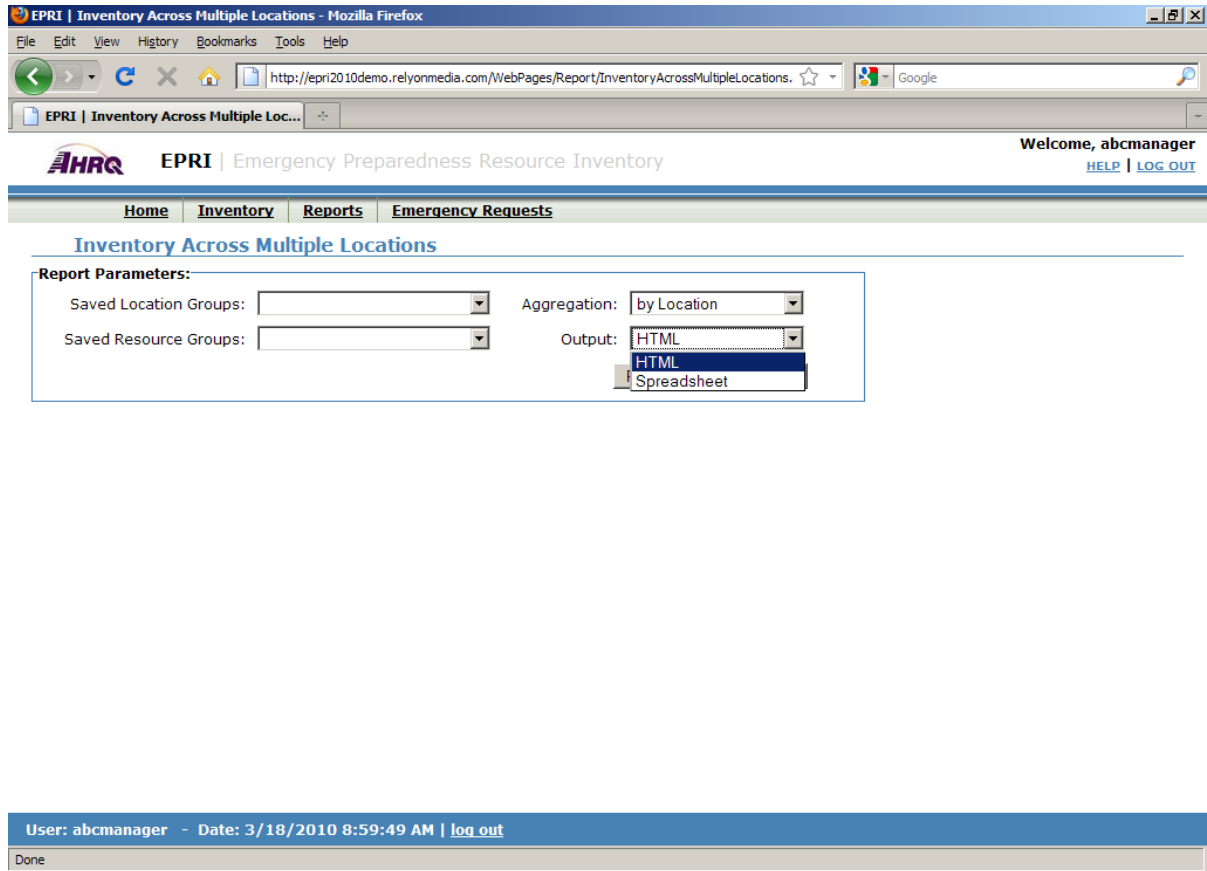
- Browser Title:** EPRI | Inventory Across Multiple Locations - Mozilla Firefox
- Address Bar:** http://epri2010demo.relyonmedia.com/WebPages/Report/InventoryAcrossMultipleLocations.
- Page Header:** AHRQ EPRI | Emergency Preparedness Resource Inventory. Welcome, abcmanager. [HELP](#) | [LOG OUT](#)
- Navigation Menu:** Home | **Inventory** | Reports | Emergency Requests
- Section Title:** Inventory Across Multiple Locations
- Report Parameters:**
 - Saved Location Groups: [Dropdown]
 - Saved Resource Groups: [Dropdown]
 - Aggregation: [Dropdown] (selected: by Location)
 - Output: [Dropdown] (options: by Location, by Location Type, by Resource, by County)
- Footer:** User: abcmanager - Date: 3/18/2010 8:59:49 AM | [log out](#)
- Status Bar:** Done

Step 6.

Select an Output Format

Reports can be output directly to the web page or to a spreadsheet (see Figure 2.12):

Figure 2.12: Output Options



Step 7.

Click Run Report

Click the Run Report button to produce the report.

Figure 2.13 shows an illustrative report aggregated by location. Note that three of the four hospitals have reported the number of ICU beds they have.

Figure 2.13: Report Aggregated by Location

The screenshot shows a web browser window displaying the EPRI (Emergency Preparedness Resource Inventory) application. The page title is "Inventory Across Multiple Locations". The navigation menu includes Home, Inventory, Reports, and Emergency Requests. The "Reports" section is active, showing the "Inventory Across Multiple Locations" report parameters. The parameters are: Saved Location Groups: All hospitals, Aggregation: by Location, Saved Resource Groups: Hospital/Clinic Resource Group, and Output: HTML. The "Run Report" button is visible.

Report Parameters:

- Saved Location Groups: All hospitals
- Aggregation: by Location
- Saved Resource Groups: Hospital/Clinic Resource Group
- Output: HTML

Resource Group: Hospital/Clinic Resource Group
Location Group: All hospitals
Aggregated by: Location

Adult Intensive Care Beds

Location	Organization	City	County	Contact	Telephone	Total	Confirmed
ABC 2nd Hospital	Hospital ABC	New Buckland	Franklin			100	11/27/2009 1:32:06 PM
DEF Hospital	DEF Hospital	New Buckland	Middlesex			1	11/30/2009 1:35:32 PM
Hospital ABC	Hospital ABC	New Buckland	Franklin	Tom		1	11/27/2009 1:44:49 PM
XYZ Hospital	Hospital ABC	City1	Franklin				

Labor and Delivery Birthing Beds

Location	Organization	City	County	Contact	Telephone	Total	Confirmed
ABC 2nd Hospital	Hospital ABC	New Buckland	Franklin			101	11/27/2009 1:32:06 PM
DEF Hospital	DEF Hospital	New Buckland	Middlesex			2	11/30/2009 1:35:32 PM

Chapter 3: Emergency Requests

In the midst of an emergency or disaster you can use EPRI to request information from locations on their resource availability (or resource needs).

- ❖ Note the difference between inventory (e.g., “our hospital has 8 ventilators”) and resource availability (e.g., “at the present time, our hospital can loan out 1 of our 8 ventilators”).

There are four steps related to Emergency Requests:

1. The **Requestor** sends an emergency request to one or more EPRI locations – see Chapter 3.1.
2. EPRI users at these locations receive an email from EPRI indicating that they are being asked to respond to an emergency request.
3. EPRI users at these locations log in to EPRI and **respond** to the request – see Chapter 3.2.
4. The **Requestor** monitors the responses – see Chapter 3.3.

3.1 Sending Emergency Requests

Feature Availability

The following types of users can create a new emergency request:

- ❖ Administrator
- ❖ Data Manager
- ❖ Reports and Emergency Requests Only

Quick Summary

To send an emergency request to EPRI locations, log in to EPRI and:

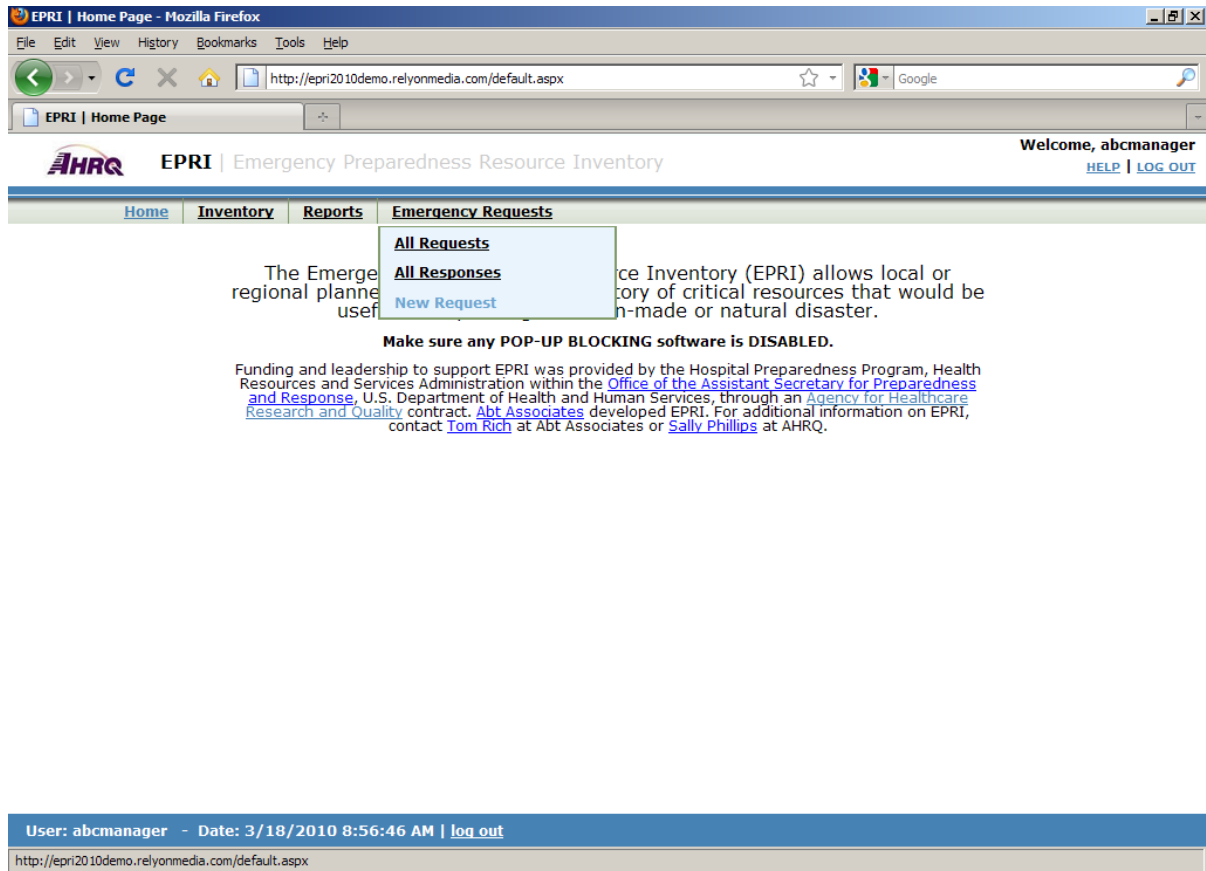
- ❖ Step 1: Select New Request under the Emergency Request keyword.
- ❖ Step 2: Fill out the New Request form.

Step 1.

Select New Request Under the Emergency Request Keyword

The first step in creating an Emergency Request is selecting New Request under the Emergency Request keyword (see Figure 3.1).

Figure 3.1: Select New Request

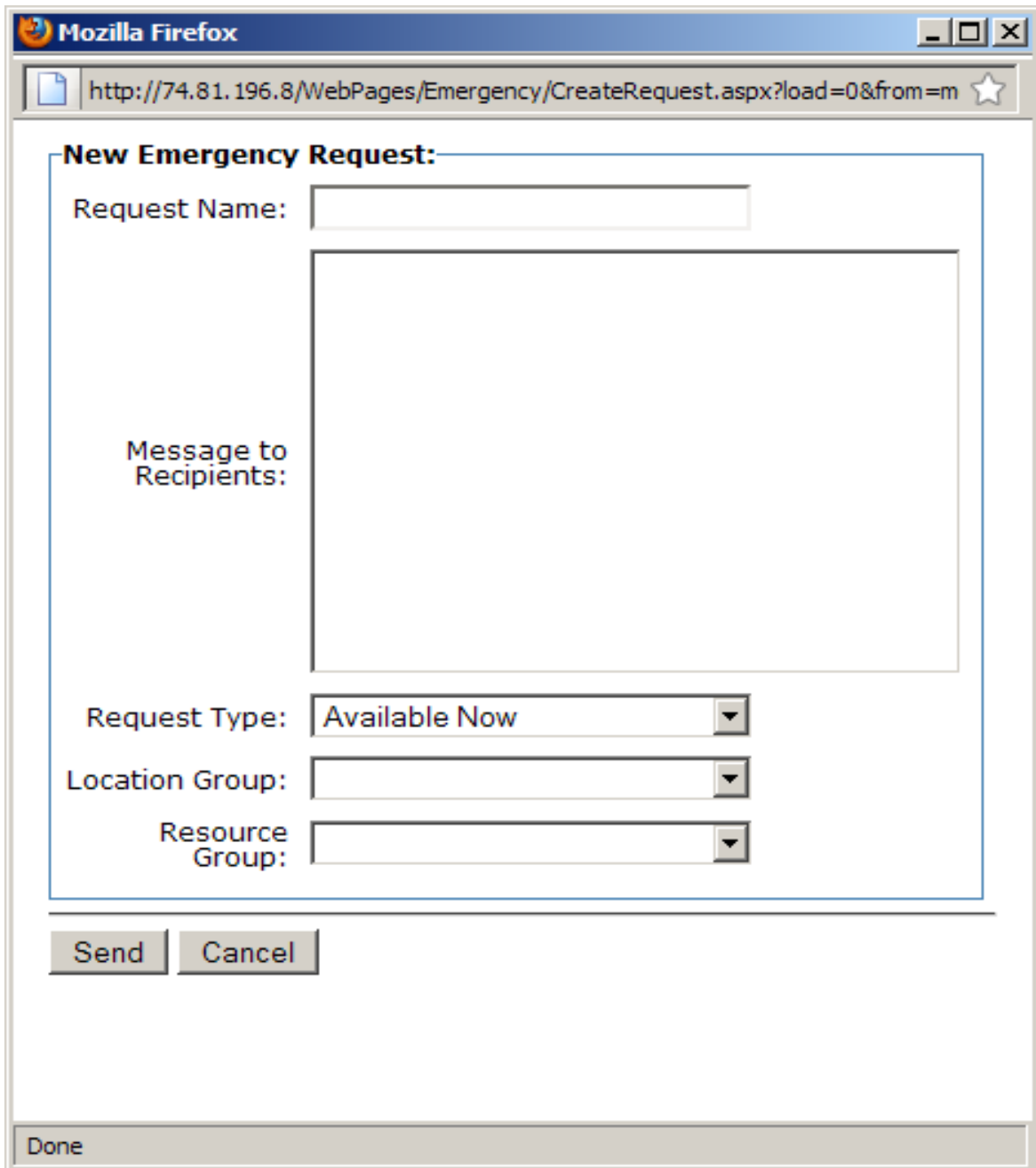


Step 2.

Complete the Send New Request Form and Click Send

Clicking the Create New Request button displays a popup window for creating a new request (see Figure 3.2).

Figure 3.2: Create New Emergency Request Popup



The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://74.81.196.8/WebPages/Emergency/CreateRequest.aspx?load=0&from=m`. The main content area is titled "New Emergency Request:" and contains the following form elements:

- Request Name:** A text input field.
- Message to Recipients:** A large text area for entering the request details.
- Request Type:** A dropdown menu currently set to "Available Now".
- Location Group:** A dropdown menu.
- Resource Group:** A dropdown menu.

At the bottom of the form are two buttons: "Send" and "Cancel". The browser's status bar at the bottom left shows "Done".

- ❖ **Request name.** Be sure to specify a meaningful name (i.e., subject) for the request.

- ❖ **Message to Recipients.** The text you type will appear in the email to the recipients.
- ❖ **Request type.** The Request Type dropdown displays different types of requests that can be made – for example, “Available Now” or “Available Now, Available in 24 Hours, Available in 72 Hours.”
- ❖ **Location Group.** The Saved Location Group dropdown list displays all the different location groups that have previously been created. Select either an existing Location Group or “New Location Group” to create a new Location Group. See step 4 in Chapter 2.3 for further information.
- ❖ **Resource Group.** The Saved Resource Group dropdown list displays all the different resource groups that have previously been created. Select either an existing Resource Group or “New Resource Group” to create a new Resource Group. See step 3 in Chapter 2.3 for further information.

When you click Send, EPRI sends an email to all the EPRI users associated with the locations that you specified should receive the request.

3.2 Responding to Emergency Requests

Feature Availability

The following types of users can respond to an emergency request:

- ❖ Administrator
- ❖ Data Manager
- ❖ Data Entry

Quick Summary

To respond to an emergency request, log in to EPRI and:

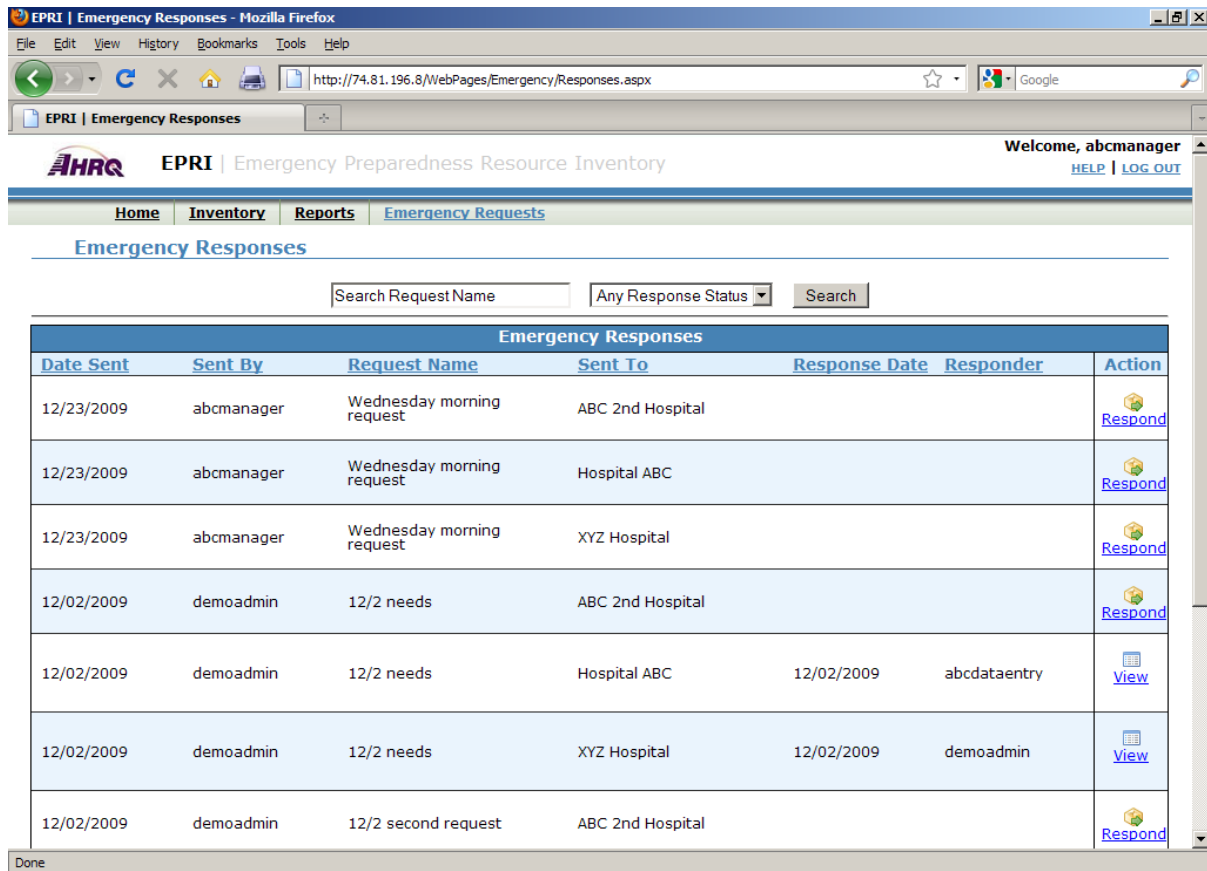
- ❖ Step 1: Select All Responses under the Emergency Requests keyword.
- ❖ Step 2: Click a Respond link.
- ❖ Step 3: Fill out the request form and click Submit.

Step 1.

Select All Requests Under the Emergency Requests Keyword

When you select All Requests under the Emergency Requests keyword, you see a list of emergency requests that have been sent to locations for which you have data entry responsibility (see Figure 3.3).

Figure 3.3: List of Emergency Requests Received



The screenshot shows a web browser window displaying the EPRI Emergency Responses page. The page has a navigation menu with 'Home', 'Inventory', 'Reports', and 'Emergency Requests'. Below the menu is a search bar with 'Search Request Name' and 'Any Response Status' dropdown menus. The main content is a table titled 'Emergency Responses' with the following data:

Date Sent	Sent By	Request Name	Sent To	Response Date	Responder	Action
12/23/2009	abcmanager	Wednesday morning request	ABC 2nd Hospital			Respond
12/23/2009	abcmanager	Wednesday morning request	Hospital ABC			Respond
12/23/2009	abcmanager	Wednesday morning request	XYZ Hospital			Respond
12/02/2009	demoadmin	12/2 needs	ABC 2nd Hospital			Respond
12/02/2009	demoadmin	12/2 needs	Hospital ABC	12/02/2009	abcdataentry	View
12/02/2009	demoadmin	12/2 needs	XYZ Hospital	12/02/2009	demoadmin	View
12/02/2009	demoadmin	12/2 second request	ABC 2nd Hospital			Respond

For each Emergency Request, the table shows:

- ❖ **Date Sent.** The date the request was sent.
- ❖ **Sent By.** The name of person who sent the request
- ❖ **Request Name.** The name assigned to the request.
- ❖ **Sent To.** The name of the location.
- ❖ **Response Date.** The date you responded to the request. If you have not yet responded to the request, the column will be blank.
- ❖ **Responder.** The name of the person who responded to the request. If you have not yet responded to the request, the column will be blank.

- ❖ **Action.** A link to either respond to the request or view the response that was previously submitted.

Step 2. Click a Respond Link

In the Action column there is a Respond link for any request that hasn't yet been responded to. Click the Respond link to respond to the Emergency Request.

Figure 3.4: Emergency Requests Requiring a Response

The screenshot shows a web browser window displaying the EPRI Emergency Responses page. The page has a navigation menu with 'Home', 'Inventory', 'Reports', and 'Emergency Requests'. Below the menu is a search bar with 'Search Request Name', 'Any Response Status', and a 'Search' button. The main content is a table titled 'Emergency Responses' with the following data:

Date Sent	Sent By	Request Name	Sent To	Response Date	Responder	Action
12/23/2009	abcmanager	Wednesday morning request	ABC 2nd Hospital			Respond
12/23/2009	abcmanager	Wednesday morning request	Hospital ABC			Respond
12/23/2009	abcmanager	Wednesday morning request	XYZ Hospital			Respond
12/02/2009	demoadmin	12/2 needs	ABC 2nd Hospital			Respond
12/02/2009	demoadmin	12/2 needs	Hospital ABC	12/02/2009	abcdatentry	View
12/02/2009	demoadmin	12/2 needs	XYZ Hospital	12/02/2009	demoadmin	View
12/02/2009	demoadmin	12/2 second request	ABC 2nd Hospital			Respond

The 'Respond' links in the Action column are circled in red in the original image.

Step 3.

Fill Out the Request Form and Click Submit

Each request will ask you for certain information about a set of resources, depending on the Request Type specified when the request was created (see Chapter 3.1 and Figure 3.2). An illustration is provided in Figure 3.5 – in this example the request type is “Available Now, Available in 24 Hours, and Available in 72 Hours”.

Fill out the text boxes with your responses. You can also enter comments at the bottom of the form (not shown in Figure 3.5). You must click the Submit button to submit the response.

Figure 3.5: An illustrative Emergency Request

EPRI | Enter Emergency Request Response - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://74.81.196.8/WebPages/Emergency/LocationRespond.aspx?f=responses&locid=625&load=75

EPRI | Enter Emergency Request Re...

Welcome, abcmanager
HELP | LOG OUT

Home Inventory Reports Emergency Requests

Enter Emergency Request Response

Submit Cancel

Location: ABC 2nd Hospital
Request Name: Wednesday morning request
Sent By: ABC Data Manager Sent On: 12/23/2009
Comment:

Inpatient Beds	Inventory	Available Now	Available in 24 Hours	Available in 72 Hours
ICU Beds	100	<input type="text"/>	<input type="text"/>	<input type="text"/>
Labor and Delivery Birthing Beds	101	<input type="text"/>	<input type="text"/>	<input type="text"/>
Labor and Delivery Patient Beds	102	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medical / Surgical Beds	103	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mental Health Patient Beds	104	<input type="text"/>	<input type="text"/>	<input type="text"/>
Negative Pressure Isolation Beds	105	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating Room Beds	106	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pediatric beds	107	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pediatric ICU Beds	108	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ward beds	109	<input type="text"/>	<input type="text"/>	<input type="text"/>

Done

3.3 Monitoring Responses to Emergency Requests

Feature Availability

The following types of users can monitor responses to emergency requests:

- ❖ Administrator
- ❖ Data Manager
- ❖ Reports and Emergency Requests Only

Quick Summary

To monitor responses to an emergency request, log in to EPRI and:

- ❖ Step 1: Select All Requests under the Emergency Requests keyword.
- ❖ Step 2: Click either the Summary or Details icon for the request.
- ❖ Step 3: If in Step 2 you click a Details icon, click an icon in the View/Update column to see a location's response to the request.

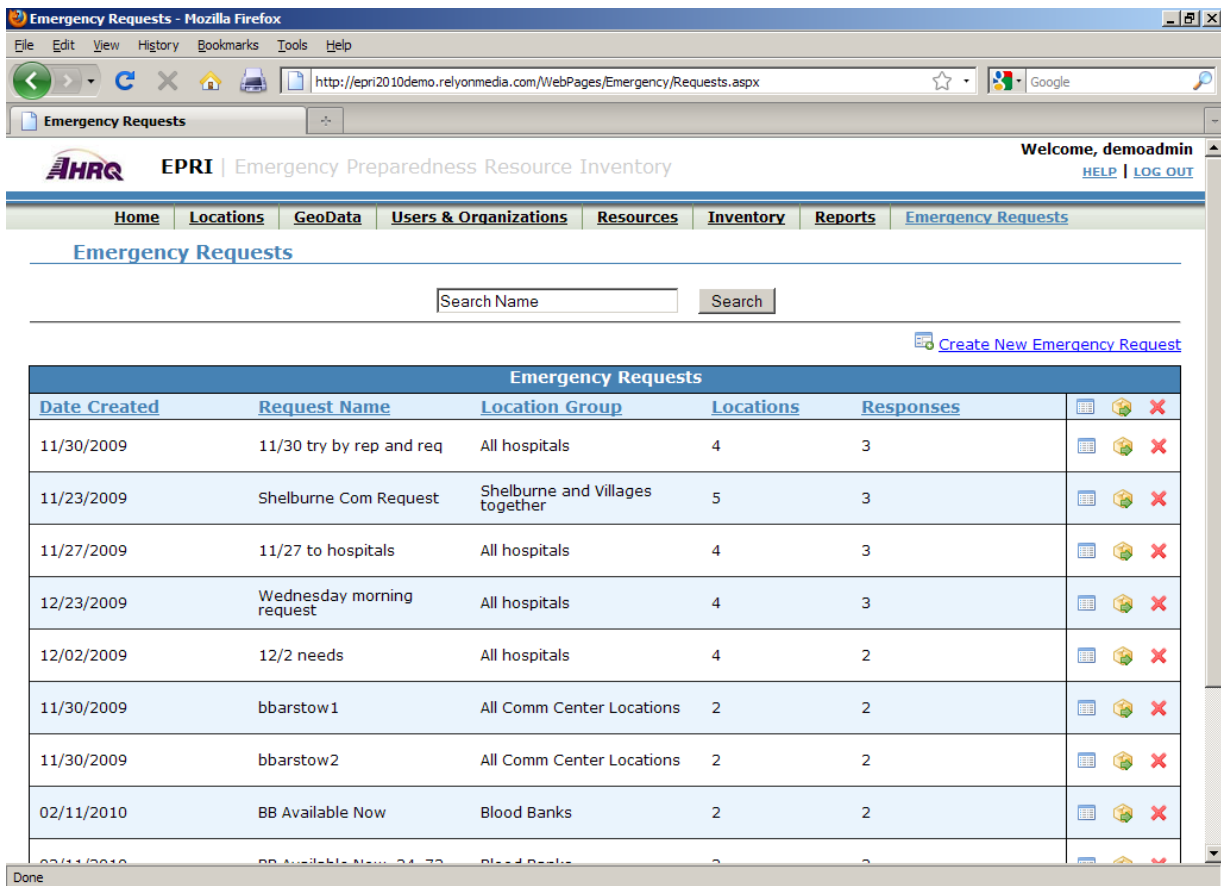
Step 1.

Select All Requests Under the Emergency Requests Keyword




























Selecting All Requests under the Emergency Requests Keyword displays the Emergency Requests page, which contains one line for each Emergency Request that has been sent (see Figure 3.6).

- ❖ The EPRI Administrator will see all Emergency Requests that have been sent in EPRI.
- ❖ Data Managers and Reports and Emergency Requests Only users will see only those Emergency Requests that they have sent.

Figure 3.6: Emergency Requests Page



The screenshot shows a web browser window titled "Emergency Requests - Mozilla Firefox". The address bar shows the URL "http://epri2010demo.relyonmedia.com/WebPages/Emergency/Requests.aspx". The page header includes the AHRQ logo and the text "EPRI | Emergency Preparedness Resource Inventory". The user is logged in as "demoadmin". The navigation menu includes "Home", "Locations", "GeoData", "Users & Organizations", "Resources", "Inventory", "Reports", and "Emergency Requests". The main content area is titled "Emergency Requests" and features a search bar with the text "Search Name" and a "Search" button. A link "Create New Emergency Request" is also present. Below the search bar is a table with the following data:

Date Created	Request Name	Location Group	Locations	Responses	
11/30/2009	11/30 try by rep and req	All hospitals	4	3	  
11/23/2009	Shelburne Com Request	Shelburne and Villages together	5	3	  
11/27/2009	11/27 to hospitals	All hospitals	4	3	  
12/23/2009	Wednesday morning request	All hospitals	4	3	  
12/02/2009	12/2 needs	All hospitals	4	2	  
11/30/2009	bbarstow1	All Comm Center Locations	2	2	  
11/30/2009	bbarstow2	All Comm Center Locations	2	2	  
02/11/2010	BB Available Now	Blood Banks	2	2	  
02/11/2010	BB Available Now 04-73	Blood Banks	2	2	  

The following information is displayed for each Emergency Request (see Figure 3.6):

- ❖ **Date Created.** The date the Emergency Request was created.
- ❖ **Request name.** This is specified when the request is created.
- ❖ **Location group.** The name of the location group that was sent the Emergency Request.
- ❖ **Locations.** The number of locations sent the request.
- ❖ **Responses.** The number of locations that have responded to the request.
- ❖ **Details icon.** Click this icon to view individual responses from the locations that sent the request (see step 2).
- ❖ **Summary icon.** Click this icon to see an aggregate report incorporating data from all the locations that received the request (see step 2).
- ❖ **Delete icon.** Click this icon to delete the Emergency Request.

Step 2.

Click Either the Summary or Details Icon for the Request

The Emergency Requests page contains one line for each Request (see Figure 3.6). Each request has a Details Icon and a Summary Icon on the right hand side.

- ❖ Click a Details icon to view the responses to individual responses to the request (see Figure 3.7), then click any of the icons in the “View / Update” column to see that location’s response.

Figure 3.7: Emergency Requests Details

The screenshot shows a web browser window with the URL `http://74.81.196.8/WebPages/Emergency/Details.aspx?load=75`. The page title is "EPRI | Emergency Request Details". The navigation menu includes Home, Inventory, Reports, and Emergency Requests. The main content area is titled "Emergency Request Details" and contains the following information:

Request Name: Wednesday morning request
Message:
Sent To: 4 Locations **Responses:** 3 (75.00 %)
Sent By: ABC Data Manager **Sent On:** 12/23/2009

Location Name	Last Modified	Comment	Submitted By	View / Update
ABC 2nd Hospital	12/23/2009		ABC Data Manager	
DEF Hospital				
Hospital ABC	12/23/2009		ABC Data Manager	
XYZ Hospital	12/23/2009		ABC Data Manager	

At the bottom of the page, a status bar shows: "User: abcmanager - Date: 12/23/2009 12:21:47 PM | [log out](#)"

- ❖ Click an icon in the Summary column to view an aggregate report incorporating all responses to the request (see Figure 3.8).

Figure 3.8: Emergency Request Summary Report

The screenshot shows a Mozilla Firefox browser window displaying the EPRI Emergency Summary page. The URL is <http://74.81.196.8/WebPages/Emergency/Summary.aspx?load=75>. The page title is "EPRI | Emergency Summary". The user is logged in as "abcmanager".

The main content area is titled "Emergency Request Summary". It contains a summary box with the following information:

- Request Name:** Wednesday morning request
- Message:**
- Sent To:** 4 Locations **Responses:** 3 (75.00 %)
- Sent By:** ABC Data Manager **Sent On:** 12/23/2009

Below the summary box is a table showing bed availability for different categories and hospitals. The table has four columns: "Inpatient Beds", "ICU Beds", "Labor and Delivery Birthing Beds", "Labor and Delivery Patient Beds", and "Medical / Surgical Beds". Each category lists three hospitals: ABC 2nd Hospital, DEF Hospital, and XYZ Hospital. The columns "Available Now", "Available in 24 Hours", and "Available in 72 Hours" show the number of beds available for each hospital in each category.

	Available Now	Available in 24 Hours	Available in 72 Hours
Inpatient Beds			
<u>ICU Beds</u>			
ABC 2nd Hospital	0	0	0
DEF Hospital	0	2	2
Hospital ABC	0	1	2
XYZ Hospital	0	1	2
Labor and Delivery Birthing Beds			
ABC 2nd Hospital	0	0	0
DEF Hospital	3	3	5
Hospital ABC	1	3	4
XYZ Hospital	1	3	4
Labor and Delivery Patient Beds			
ABC 2nd Hospital	0	0	0
DEF Hospital	1	1	2
Hospital ABC	1	3	4
XYZ Hospital	1	3	4
Medical / Surgical Beds			
ABC 2nd Hospital	0	0	0
DEF Hospital	5	10	10
Hospital ABC	5	10	10

Chapter 4: Reference

AHRQ Hospital Surge Model

The AHRQ Hospital Surge Model estimates the hospital resources (personnel, equipment, and supplies) required to treat victims of disasters and other emergencies, including biological, chemical, radiological, and conventional attacks. The estimates are based on a user-specified number and type of casualties presenting at hospitals.

The Surge Model is available at <http://hospitalsurgemodel.ahrq.gov/>. The web site includes documentation that explains important Surge Model assumptions. Funding and leadership to support the Hospital Surge Model were provided by the U.S. Department of Health and Human Services' Office of the Assistant Secretary for Preparedness and Response through an Agency for Healthcare Research and Quality contract with Abt Associates.

EPRI comes pre-loaded with eight Resource Groups that correspond to Surge Model scenarios:

EPRI Resource Group	Surge Model Scenarios
Anthrax Incident Resources	Anthrax
Botulinum Incident Resources	Botulinum
Chemical Incident Resources	Chlorine Mustard Sarin
IED Incident Resources	IED (Improvised Explosive Device)
Pandemic Flu Incident Resources	Pandemic Flu (H5N1 variety)
Plague Incident Resources	Plague
Radiological Incident Resources	Nuclear Explosion Radiological Dispersion Device Radiological Point Source
Smallpox Incident Resources	Smallpox

The number of resources in these eight Resource Groups ranges from 30 to 100, and includes resources that are important for treating casualties from the particular attack.

The resource requirements that the Surge Model estimates can be compared to available resources inventoried in EPRI to identify gaps, which in turn can inform purchasing, grant writing, and resource sharing decisions.

Emergency Request

An emergency request is a request for information about a specific set of resources that is sent to a specific set of locations. More specifically, an emergency request is sent to a specific Location Group for information about a specific Resource Group. In contrast to “inventory,” an emergency request focuses on immediate or short-term resource *availability* or resource *needs*.

Location

Within EPRI, a location is either (1) a physical location where resources are maintained or (2) the name of an agency or organization that owns, is responsible for, or controls access to resources. The EPRI Administrator creates locations in EPRI, as part of the setup and customization process.

Location Group

A Location Group is a collection of one or more locations. A Location Group must be specified when an EPRI inventory report is run or when an emergency request for information is made.

You can see a list of Location Groups that have been created by running the “Location Group Listing” report under the Reports keyword.

EPRI Administrators can create Location Groups for other EPRI users. In addition, EPRI users who can either run an inventory report or create a new emergency request can create a Location Group “on the fly” when running the report or creating the request. Both the form for building an inventory report and the form for creating an emergency request have an option to create a new location group (see Chapter 2, Resource Inventory Reports, for more information).

Location Type

Location Type is an attribute of a location that categorizes the location. Hospitals, Health Departments, Emergency Management Agencies, and Schools are examples of Location Types.

Organization

An organization is an EPRI construct whose primary purpose is to determine the locations for which EPRI users can enter inventory data.

Each EPRI location belongs to an organization. In addition, each EPRI user belongs to an organization, which is specified when the user is created. ***An EPRI user with either the data entry or data manager role for an organization has the ability to enter and update the inventory for only those locations that belong to that organization.***

Resource

A resource, in EPRI, is a type of item – such as a particular type of **equipment** (e.g., an adult ventilator), **vehicle** (e.g., Type I, Fixed-Wing Air Ambulance), **staff position** (e.g., a Registered Nurse), or a **team** of individuals (Type I Mobile Field Medical Team) – that is being tracked in EPRI. A resource **does not** refer to a specific piece of equipment (e.g., the ventilator with serial number 123456789) or a specific person (e.g., Jane Doe).

Tip: You can print a listing of all Resources by clicking “Resource Listing” on the Reports page.

- » EPRI comes pre-loaded with resources included in the HAvBED system¹ and resources used in the AHRQ Surge Model (see “AHRQ Surge Model” in Chapter 4).
- » Your EPRI Administrators can also **create** EPRI resources.

¹ See <http://www.ahrq.gov/prep/havbed/>

Resource Group

A Resource Group is a collection of one or more resources. A Resource Group is used in EPRI to create an inventory data entry screen, and must also be specified when an EPRI inventory report is run or when an emergency request for information is made.

EPRI comes pre-loaded with nine Resource Groups:

- » Eight correlate to the resources in the AHRQ Surge Model for different disaster scenario (see “AHRQ Surge Model” in Chapter 5).
- » The “HAVBED Resource Group” contains the resources included in HHS’s HAVBED system.²

Tip: You can print a list of all the resources in each Resource Group by running the “Resource Group Listing” report on the Reports page.

Resource Type

Resource Types are sets of similar resources. The resources that come pre-loaded with EPRI (see “Resource”, above) have been categorized into four different Resource Types:

- ❖ Hospital Beds
- ❖ Hospital Equipment
- ❖ Hospital Personnel
- ❖ Hospital Supplies

EPRI Administrators can create new Resource Types, as desired.

² See <http://www.ahrq.gov/prep/havbed/>