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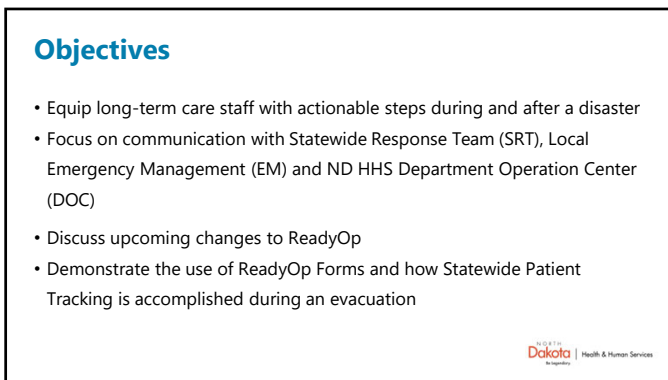
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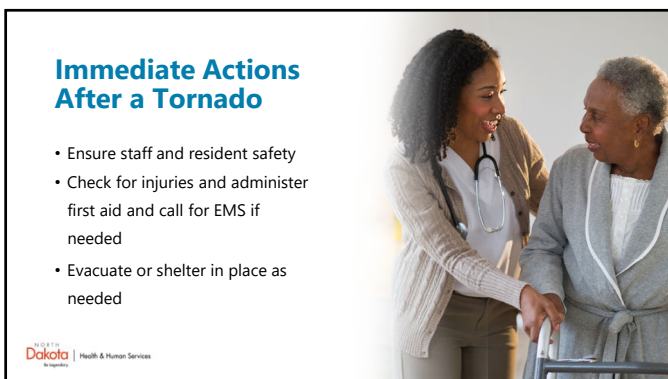
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### Resident Management and Safety

- Account for all residents and staff
- Prioritize medical needs and continuity of care
- Implement emergency relocation if needed

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### Establishing Communication Channels

- Use available communication tools (phone, internet, cell, satellite)
- Identify alternate methods if power/internet fails
- Assign a communication lead within your facility

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### Damage Assessment and Stabilization

- Survey facility for structural damage
- Turn off utilities if safety is compromised
- Begin internal documentation (photos, written notes)

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## Documentation and Recordkeeping

- Maintain logs of actions taken and communications made
- Prepare reports for inspections, audits, or reimbursements
- Protect resident medical and personal information





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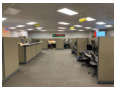
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## Communication with EM or SRT, and the DOC




### Local EM or SRT

- Report initial facility status and needs
- Request emergency services or emergency transportation needs
- Follow local EM guidance and provide regular updates



### DOC

- Share updates on resident status and facility operations (Shelter in Place, or Evacuation)
- Request any assets needed from the Medical Cache. (Supplies, Power Generation, HVAC)



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## Review




### Plan for continuity of operations

- Review and revise emergency plans
- Share and discuss with staff




### Maintain ReadyOp

- Contact Roster
- Patient Tracking




### Identify alternate methods of communication

- Phones
- Radios
- Internet



### Train Regularly

- Exercises and Drills
- Implement improvement plans



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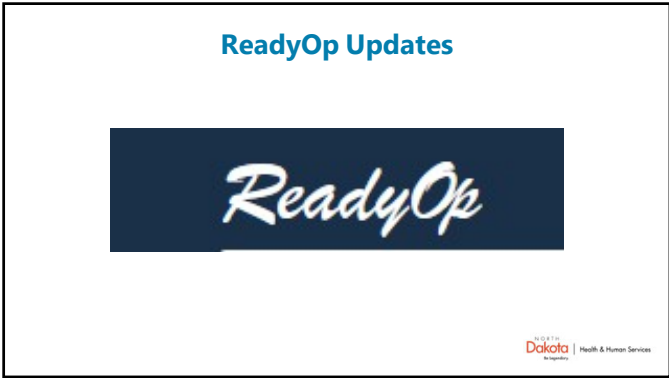
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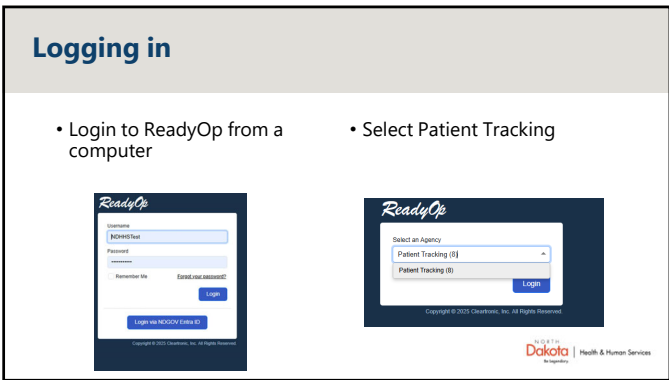
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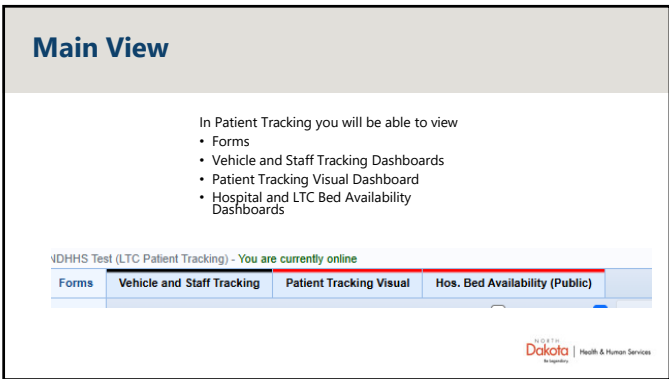
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## Forms

- Facility Patient Tracking Information
- NDHHS Facility Evacuation Patient Tracking

Show Archived: <input type="checkbox"/> Show Drafts: <input checked="" type="checkbox"/> Actions					
<input type="checkbox"/>	ID	Name	Status	Creator	Created
<input type="checkbox"/>	401	Facility Patient Tracking Information	Published	Duane Ell	2025-07-28 09:25 CDT
<input type="checkbox"/>	394	NDHHS Facility Evacuation Patient Tracking	Published	Duane Ell	2025-07-16 15:28 CDT

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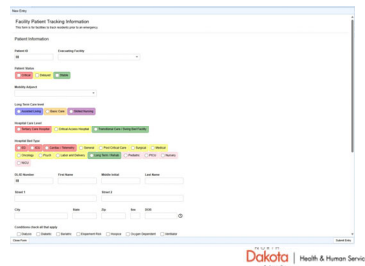
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## Facility Patient Tracking Information

- Preregistration of patients.
- Use of the template for initial upload
- Can be kept up with a template or one to one basis
- The DOC can import patients from a facility without the need of emailing a template
- Facilities can easily view and update their patients



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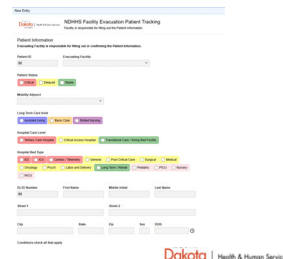
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## NDHHS Facility Evacuation Patient Tracking

- Real Evacuations will be entered here.
- Reports to the dashboard for all to see.
- Allows the DOC, other LTCs and Hospitals the ability to **edit** patients from a computer or ReadyOp Forms
- DOC will upload in a real event.
- Facilities can edit but **not create** entries from a computer. (Only ReadyOp Forms)



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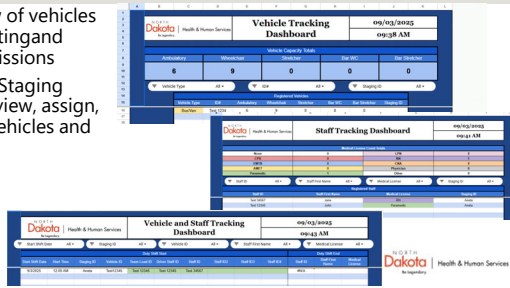
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## Vehicle And Staff Tracking (VAST) Dashboards

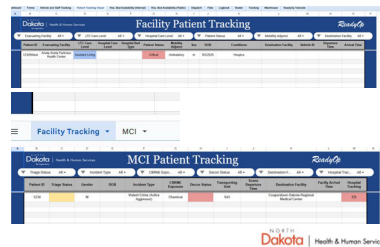
- Snapshot view of vehicles and staff assisting and assigned to missions
- The DOC and Staging Manager can view, assign, and track all vehicles and staff.



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## Patient Tracking Dashboards

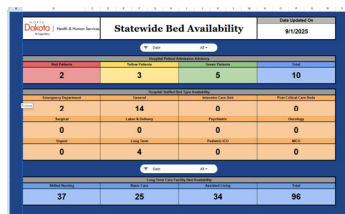
- DOC and facilities can track movement of patients
- Correlates with the Facility Evacuation Patient Tracking Form
- Also allows EMS and Hospitals to track Mass Casualty patients
- If a hospital would need to decompress due to an MCI can track inpatients separate from the MCI patients



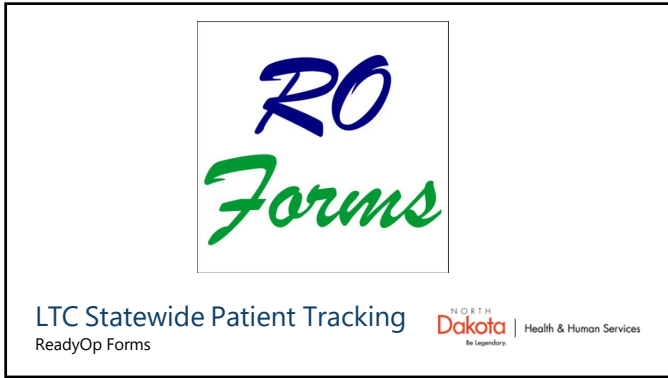
17

## Bed Availability

- Shows an aggregate of beds available for Hospitals and LTCs
- Can be filtered by date
- During an emergency would be cleared prior to a request of all facilities to report beds.



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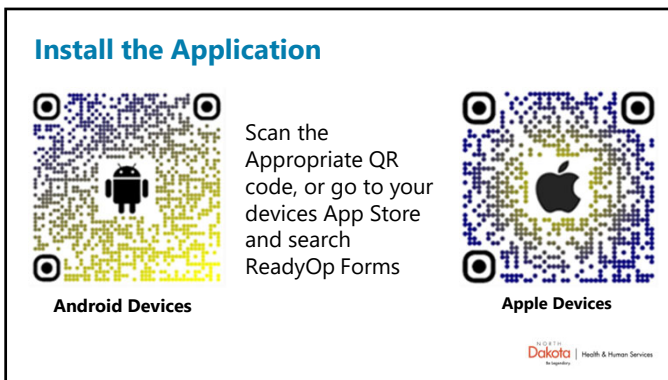
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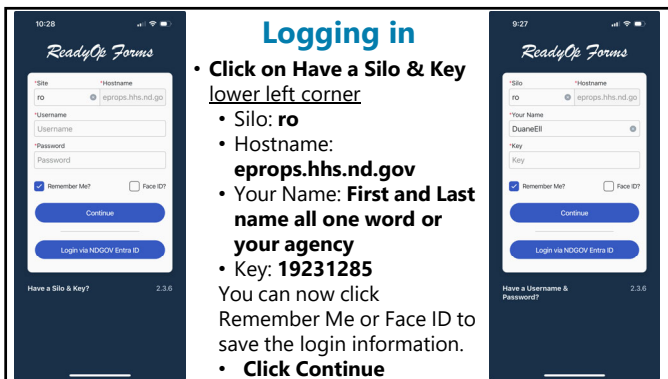
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## Selecting A Form

- (213) NDHHS Facility Patient Tracking
- (279) NDHHS Mass Casualty Triage & Tracking

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## Mass Casualty Triage & Tracking

- Able to use devices camera as a barcode scanner
- Allows real time data to be shared from the field statewide with receiving facilities
- Allows pictures to be added without compromising HIPPA
- Rescanning or manually entering a Patient ID will populate previous information

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## Mass Casualty Triage & Tracking

- Utilizes current state provided Triage Tags

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### MCI Hospital Dashboard

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#### MCI Patient Tracking

ReadyOp

Triage Status

All

Incident Type

All

CBRNE Expo.

All

Discon Status

All

Destination F.

All

Hospital Trac.

All

Patient ID	Triage Status	Gender	DOB	Incident Type	CBRNE Exposure	Discon Status	Transporting Unit	Scene Onset Time	Destination Facility	Facility Arrival Time	Hospital Tracking
2172		F	8/25/1984	Motor Vehicle Crash			EMs-12	03/13/2025 11			
2172		M	3/28/1985	Motor Vehicle Crash			EMs-20	03/13/2025 11			
2171		F	10/11/1980	Motor Vehicle Crash			EMs-18	03/13/2025 11			
2168		F	5/10/2001	Motor Vehicle Crash			EMs-12	03/13/2025 11			

- Updates every 90 seconds
- Allows receiving facilities to prepare for incoming patients
- Receiving facilities use the same system to track receipt of patient

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### Facility Patient Tracking

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- Utilized for patients being transferred from one facility to another
  - Evacuation
  - Decompression
- Allows DOC to assist in patient placement
  - Bed types needed
  - Mobility adjuncts
- Rescanning or manually entering a Patient ID will populate previous information
- Works hand and hand with VAST system

10:58

ReadyOp Forms

Form ID: 1445

NDHHS Facility Patient Tracking

FACILITY IS RESPONSIBLE FOR FILLING OUT THE PATIENT INFORMATION.

Patient Information

Evacuating Facility is responsible for filling out or confirming the Patient Information.

Patient ID

[id]

Evacuating Facility

Patient Status

☐ Critical

☐ Delayed

☒ Stable

Mobility Adjunct

Long Term Care level

☒ Basic

☐ Assisted Living

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Special Needs

SERVICE ANIMAL

Special Needs

EQUIPMENT

Hearing

Speech

Environmental

Infectious

Incontinence

USA

Organ

State

NC

State

NC

PERSONAL INFORMATION

NAME

ADDRESS

CITY

STATE

ZIP

### Facility Patient Tracking

- Utilizes current evacuation tags provided by the state.

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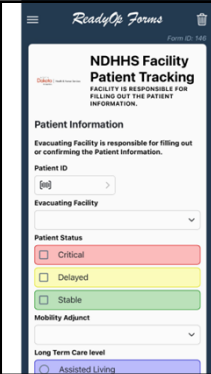
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## Initial Form Submission

- Patient ID
- Evacuating Facility
- Mobility Adjunct
- Care Level
- First and Last Name
- Sex
- Date of Birth

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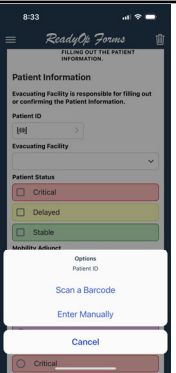
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## Patient ID

- Click on Patient ID box/field
  - Click on **Scan a Barcode** to use device's camera as a scanner
  - Click on **Enter Manually** to manually type in the number

**Note:**  
The cameras are very sensitive to shadows and glare from light conditions. Always verify the number scanned with the Tag Number



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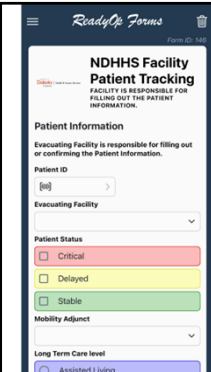
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## Evacuating Facility

- Click on **Evacuating Facility** dropdown
  - This will be the facility that is Evacuating they are listed by City and Facility Name

**Note**  
Turning the phone sideways will give a larger view of the facility names

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## Patient Status

-Determines transport priorities

- Select one **Patient Status**
  - Critical** – patient will not tolerate waiting to be transferred for a long period of time.
  - Delayed** – Patient will be able to wait an hour or two before being transferred to another facility.
  - Stable** – Patient will be able to wait several hours before needing to be transferred.

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## Mobility Adjunct

- Determines Transportation Assets
- Click on drop down and select one.

**Note**  
When selecting a mobility adjunct keep in mind this is for evacuation purposes not daily activity.  
Example: Walk unassisted 200 yards and climb on a school bus.

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## Care Level

- Determines bed type needed
- Select one that matches the current patient care type.
  - LTC or Hospital

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### ReadyOp Forms

Long Term Care level

☐ Assisted Living

☐ Basic Care

☐ Skilled Nursing

Hospital Care Level

☐ Critical

☐ Intermediate

☐ Stable

DL/ID Number

First Name

Middle Initial

Last Name

Street 1

Street 2

City

State

## Name and Date of Birth

**DL/ID Number**

Can scan any US issued ID or Drivers License and populate Name, Address, City, State, Zip, Sex, and DOB.

- Enter at least the First and Last name.
- Address is not required
- Sex** M or F
- DOB** Date of Birth

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## Conditions, Meds and Allergies

- Click any conditions that apply to the patient.
- If time allows Meds and Allergies can be entered but is not a required field

8:34

### ReadyOp Forms

Conditions check all that apply

☐ Dialysis

☐ Diabetic

☐ Bariatric

☐ Elopement Risk

☐ Hospice

☐ Oxygen Dependent

☐ Ventilator

☐ DNR (must be with patient)

☐ Infection/Colonization (MRSA,VRE)

☐ Spouse or Sibling in facility

Meds, Allergies, Special Considerations (Only if time allows)

List any personal belongings to be transported with resident/patient

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### ReadyOp Forms

List any personal belongings to be transported with resident/patient

Photo 1

Select File

Photo 2

Select File

Photo 3

Select File

Photo 4

Select File

Receiving Facility

## Photos

- By clicking on **Select File** there is an option to **Take photo** or **Choose a Photo from Gallery**
- By using **Take photo**, the photo will not be saved on the device only stored in ReadyOp.

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Transport Information

- Most of this will be filled out by the Transport Team, Staging Team, or the Department Operation Center.
- **Name of Person Accepting** will be the Receiving facility staff.

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Submitting

- Once the required information is entered the form can be submitted by scrolling to the very bottom of the page and clicking on **Submit Form**

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Recalling Submitted Forms

- If a patient tag has already been entered the **Entry Exists** warning will pop up when rescanned click **Yes** to view the entered information
- To save any changes made scroll to the bottom and click on **Save Changes**

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### Facility Patient Tracking Dashboard

- Updates every 90 seconds
- Allows facilities to view transfers and needed bed types
- Vehicle IDs can be from VAST or Units number depending on situation

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### System Access

- ReadyOp Forms is available on any mobile device
- Device only stores information until internet access is available and data uploads to the system
- Facilities can view dashboards 24/7

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### Department Operation Center

**Available 24/7/365**  
**701-328-0707**  
[nddohdoc@nd.gov](mailto:nddohdoc@nd.gov)

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