

APPROVED: Signature On File In EMS Office
Executive Director

Signature On File In EMS Office
Medical Director

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SUPERSEDES:
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USE OF INTERMEDIX EMResource

I. **AUTHORITY**

Health and Safety Code, Division 2.5, Section 1797.220 and 1798 et seq.

II. **DEFINITIONS**

A. **“Disaster Control Facility (DCF)”** is the facility designated by the EMS Agency to monitor capacity and capability and to assume primary responsibility for directing patient destinations by ambulance during a Multiple Casualty Incident or EMS/Hospital System Saturation.

B. **“EMS Agency”** means the Mountain-Valley Emergency Medical Services (EMS) Agency.

C. **Facility Status** – ability of the listed facility to accept EMS traffic:

1. Open: Open to all patients
2. Advisory: Full hospital services not available (e.g. CT Scanner not available – indicate in comments)
3. Diversion: Closed to ambulance traffic except for immediate patients (or critical trauma, if a trauma center).
4. Internal Disaster/Closed: Closed to ambulance traffic including immediate patients; occurs only when an internal disaster has been declared (indicate in comments).

D. **“HAVBED”** means the national Hospital Available Beds for Emergencies and Disasters system developed by the U.S. Department of Health and Human Services.

E. **HAvBED Standard Categories:**

1. Adult Intensive Care Unit (ICU): Beds that can support critically ill/injured patients, including ventilator support.
2. Medical/Surgical: Also thought of as "Ward" beds.
3. Burn: Thought of as Burn ICU beds, either approved by the American Burn Association or self-designated. (These beds are NOT to be included in other ICU bed counts.)
4. Pediatric ICU: As for Adult ICU, but for patients 17 years and younger.
5. Pediatrics: "Ward Medical/Surgical" beds for patients 17 and younger.
6. Psychiatric: "Ward" beds on a closed/locked psychiatric unit or ward beds where a patient will be attended by a sitter.

7. Negative Pressure/Isolation: Beds provided with negative airflow, providing respiratory isolation. Note: This value may represent available beds included in the counts of other types.
 8. Operating Rooms: An operating room that is equipped and staffed and could be made available for patient care in a short period of time.
 9. Emergency Department Status:
 - a. Open—Accepting patients by ambulance.
 - b. Closed—Not accepting patients by ambulance.
 - c. N/A—Not Applicable (Hospital does not have an ED)
 10. Decontamination:
 - a. Available — The institution has chemical/biological/radiological multiple patient decontamination capability.
 - b. Not Available — The institution is unable to provide chemical/biological/radiological patient decontamination.
 11. Ventilators Available: The number of ventilators that are present in the institution but are currently not in use and could be supported by currently available staff.
 12. Emergency Department: Beds available in the Emergency Department
- F. **Intermedix EMResource**: Formerly known as EMSystems, the web-based program used to provide local government and healthcare professionals a method to receive real time information on the current status of the emergency medical and health system resources.
- G. “**MHOAC**” means Medical Health Operational Area Coordinator.
- H. “**RDMHC**” means Regional Disaster Medical Health Coordinator.
- I. “**RDMHS**” means Regional Disaster Medical Health Specialist.
- J. **Specific Event**: Any event that requires submission of data aside from the Stanislaus Daily Bed Poll such as:
1. MCI
 2. Drills / Exercises
 3. Surge
 4. Special Requests
 - a. Operational Area
 - b. Regional

c. State

d. Federal

K. **Stanislaus Daily Bed Poll:** The daily collection of available beds in Stanislaus County using HAvBED standard definitions.

III. PURPOSE

To establish a policy for reporting HAvBED data and facility status using Intermedix EMResource (formerly known as EMSystems).

IV. POLICY

DCF and all hospitals will utilize Intermedix EMResource to report hospital bed availability and facility status during special events and in response to other requests.

V. PROCEDURE

A. HAvBED Process:

1. The MHOAC or his/her designee is the only person authorized to conduct hospital inpatient bed polling within the Operational Area.
2. Hospital inpatient bed polling will be conducted using the HAvBED standard categories.
3. The HAvBED polling process will follow the Standardized Emergency Management System (SEMS).
4. The MHOAC or designee will create a HAvBED polling event on EMResource.
5. Each hospital will ensure their designee provides the availability for each of the HAvBED categories within the 30 minute event window.
6. The MHOAC or designee will ensure the results are provided to the appropriate recipient(s).

B. HAvBED Polling Instructions:

1. Log onto the EMResource website using the assigned User Name and Password.
<https://www2.emsystem.com/login.htm>
2. Click "EVENT" on the blue menu bar, and then click on "Event Management" to create an event.
3. Find the "HAvBED Template" under "Event Type", and then click on the "Create" link on the left side of the page. The "Create Event" page is now open.
4. Enter the title for this HAvBED Template including an identifier for the operational area: e.g. (*County Name*) OA inpatient bed poll.
5. Enter information for the event: e.g., HAvBED bed polling requested from (*County Name*) County MHOAC. Your response is needed within 30 minutes. For more information contact the EMS Agency Duty Officer at (800) 945-2273 or cell phone (209) 272-0901.

6. Enter the "Event Start and End" dates and times. The event should be 30 minutes in length.
 7. Enter the "Event Address" as (*County Name*) County MHOAC.
 8. Under "Resources to participate in this event" click on each hospital listed within the selected county(ies) to poll the designated Operational Area.
 9. Click on the "Save" button at the bottom of the page to start the event.
 10. Each hospital will ensure their designee provides the availability for each of the HAvBED categories within the 30 minute event window.
 11. Monitor the event on EMResource. If a hospital hasn't responded within 30 minutes contact the Nursing or House Supervisor to obtain the bed availability.
 12. The MHOAC or designee will ensure the results are provided to the appropriate recipient(s).
- C. Regional HAvBED Process:
1. The OES Region IV RDMHC/S or their designee is the only person authorized to conduct regional hospital inpatient bed polling in OES Region IV.
 2. Hospital inpatient bed polling will be conducted using the HAvBED standard categories.
 3. The HAvBED polling process will follow the Standardized Emergency Management System (SEMS).
 4. The RDMHC/S will create a HAvBED polling event on EMResource.
 5. Each hospital will ensure their designee provides the availability for each of the HAvBED categories within the 30 minute event window.
 6. The MHOAC or designee will monitor the event on EMResource.
 1. If a hospital hasn't responded within 30 minutes the MHOAC or designee will contact the Nursing or House Supervisor to obtain the bed availability.
 2. It is the responsibility of the MHOAC or designee to ensure the results are received by the RDMHC/S or designee.
 7. When appropriate, the RDMHC will forward the spreadsheet to the Joint Emergency Operation Center (JEOC).
- D. Stanislaus Daily Hospital Bed Poll Process:
1. The Stanislaus County MHOAC, his/her designee, MVEMSA, and Stanislaus DCF are the entities authorized to conduct the daily hospital bed poll within the Stanislaus Operational Area.
 2. Daily Hospital inpatient bed polling will be conducted using the HAvBED standard categories.

3. The Hospital Bed Poll process will follow the Standardized Emergency Management System (SEMS).
4. The MHOAC or designee will ensure a Stanislaus Daily Hospital Bed Poll event in EMResource is completed.
5. These events shall occur at the same time each day.
6. Each hospital will ensure their designee provides the availability for each of the HAvBED categories within the 60 minute event window.

E. Stanislaus Daily Hospital Bed Polling Instructions:

1. Log onto the EMResource website using the assigned User Name and Password.
<https://www.emsystem.com/login.htm>
2. Click "EVENT" on the blue menu bar, and then click on "Event Management" to create an event.
3. Find the "Stanislaus Daily Hospital Bed Poll Template" under "Event Type", and then click on the "Create" link on the left side of the page. The "Create Event" page is now open.
4. Enter the title as "Stanislaus Daily Hospital Bed Poll".
5. Enter information for the event: e.g., Stanislaus Daily Hospital Bed Poll requested from Stanislaus County DCF. Your response is needed within 60 minutes.
6. Enter the "Event Start and End" dates and times. The event should be 60 minutes in length.
7. Under "Resources to participate in this event" select the following Base Hospitals:
 1. Doctors Medical Center
 2. Emanuel Medical Center
 3. Kaiser Modesto
 4. Memorial Medical Center
 5. Oak Valley Hospital
8. Click on the "Save" button at the bottom of the page to start the event.
9. Each hospital will ensure their designee provides the availability for each of the HAvBED categories within the 60 minute event window.
10. Monitor the event on EMResource. If a hospital hasn't responded within 60 minutes contact the non-responsive hospital's Nursing or House Supervisor to respond.

F. Reporting Facility Status Process

A hospital designee with the appropriate access rights to Intermedix EMResource shall log in to update the facility status prior to 8:00 am daily:

1. To reflect current status during daily operations.
2. As directed by the MHOAC.

G. Reporting Facility Status Instructions

1. From any view in the EMResource, locate the hospital name.
 - a. Verify there is a “key” icon next to the hospital name.
 - b. If the “key” icon is not present, updates are not possible under the current login. See the local administrator for assistance.
2. Click on the current status to open a new window with available status choices for various hospital resources.
3. Click on the radio box that is located to the left of the desired status:
 - a. Open
 - b. Advisory
 - c. Diversion
 - d. Internal Disaster/Closed
4. Enter any comments appropriate for the selected status.
5. Review the status to ensure it is correct.
6. Click the “Save” button to communicate the updated facility status to other users.