

## EMResource Quick Reference Guide

Link to EMResource **LIVE** website (use for real events or as directed for drills):

<https://emresource.juvar.com/emresource/login>

Link to EMResource **DEMO** website (use for practice):

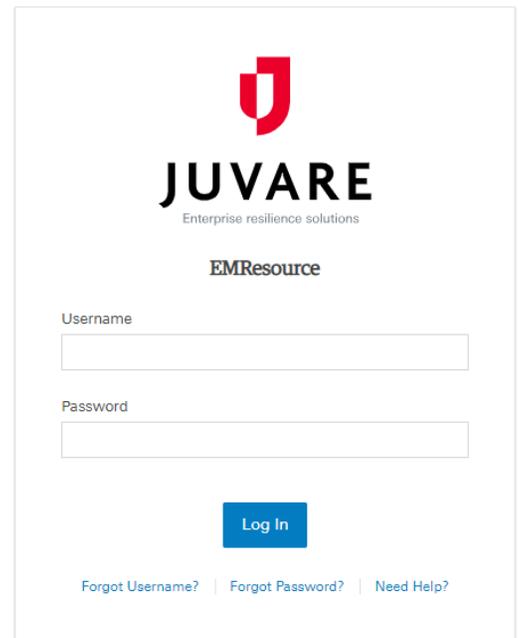
<https://emresource.demo.juvar.com/emresource/login>

There are 3 actions an organization can take:

1. Submit a Situation Report (SitRep) → this is the only action that will **alert** the Medical Health Operational Area Coordinator (MHOAC)
2. Change organization status
3. Write a comment

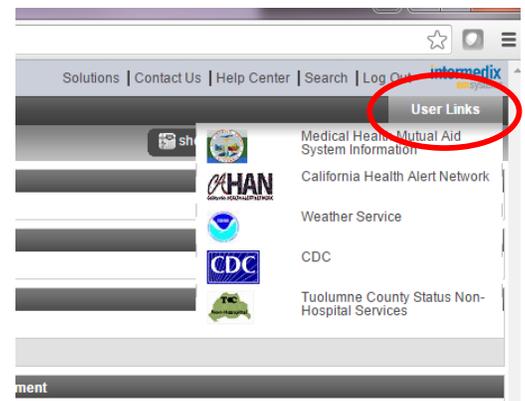
### Logging In

Login username and password are the same for both the live site and demo site. Each facility has a unique username and password that may be shared among staff as necessary.

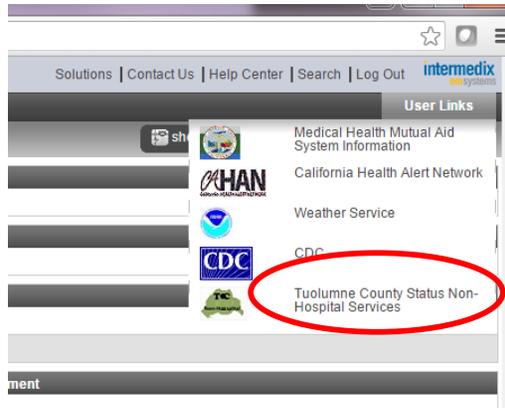


### Submitting a Situation Report (SitRep)

1. Make sure all pop-up blockers are disabled. The SitRep form will need to pop-up in a new window.
2. Click on the “user links” tab in the top right corner of the screen.



- Click on the “Tuolumne County Status Non-Hospital Services” report.



Note: Adventist Health Sonora will choose “Tuolumne County Status Hospital Services”

- The Sit Rep will pop-up in a new window. Complete and submit form.

**Tuolumne County Status Non-Hospital Services**

Complete the following form and submit to MHOAC.

|                                  |  |   |  |
|----------------------------------|--|---|--|
| 1. Date *                        | <input type="text" value="mm/dd/yyyy"/>    | 16. Have you initiated an Incident Command Center *       | <input type="text" value="Choose one..."/> |
| 2. Time - use 24 hour clock *    | <input type="text"/>                       | 17. Contact for Incident Command                          | <input type="text"/>                       |
| 3. Name of incident *            | <input type="text"/>                       | 18. Estimate of patients, clients or staff ill or injured | <input type="text" value="1"/>             |
| 4. Description of event          | <input type="text"/>                       | 19. other info  | <input type="text"/>                       |
| 5. Event Type *                  | <input type="text" value="Choose one..."/> | 20. Incident Type *                                       | <input type="text" value="Choose one..."/> |
| 6. Name of Clinic *              | <input type="text" value="Choose one..."/> | 21. Are you evacuating                                    | <input type="text" value="Choose one..."/> |
| 7. Report Type *                 | <input type="text" value="Choose one..."/> | 22. Overall Facility Status *                             | <input type="text" value="Choose one..."/> |
| 8. Pronosis *                    | <input type="text" value="Choose one..."/> | 23. Resources needed                                      | <input type="text"/>                       |
| 9. Primary Contact Name *        | <input type="text"/>                       | 24. Resources Available                                   | <input type="text"/>                       |
| 10. Contact Phone *              | <input type="text"/>                       |   |  |
| 11. Fax                          | <input type="text"/>                       |   |  |
| 12. Cell                         | <input type="text"/>                       |   |  |
| 13. Contact email                | <input type="text"/>                       |   |  |
| 14. Alternate Contact            | <input type="text"/>                       |   |  |
| 15. Other alternate contact info | <input type="text"/>                       |   |  |

- Once you submit your Sit Rep, it will be sent to the MHOAC. Consider changing your status and leaving a comment, as well, so others in the Operational Area may be aware of current events.
- After submitting a Sit Rep, you should make a phone call to the MHOAC to ensure receipt of your Sit Rep.

## Updating Status & Leaving a Comment

1. Click on the keys to the left of your facility's name.



2. Change status and/or leave a comment as desired. Click save.

Update Status

[Show All Statuses](#)

**Tuolumne Co Behavioral Health [Tuo]**

Select the statuses to update (unchecked ones will not be changed):

**Psych Facility Status:** Operational Facility Status for Psychiatric Facilities
 

- Fully Functional:** Facility is fully functional
- Not Functional:** Facility is NOT functional.
- Partially Functional:** Facility experiencing limited functionality

**Comment:**

Water line burst on main floor. Building evacuated.

[Show All Statuses](#)

Save
Cancel

3. Please note: Changing your facility's status or comment will NOT alert the MHOAC or partner facilities. Only submitting a Sit Rep will alert the MHOAC. The only way someone will see a status or comment change is if they are logged in and looking at EMResource.

|  |   |
|--|---|
| <p><b>MHOAC</b><br/> <i>Medical Health Operational Area Coordinator</i></p> <ul style="list-style-type: none"> <li>✓ Report unusual events</li> <li>✓ Report Health &amp; Medical Emergencies</li> <li>✓ Request Resources</li> </ul> <p style="margin-top: 20px;">       Tuolumne Co. Health Department (TCHD): 209-533-7401<br/>       Nights/weekends/holidays Duty Officer: 209-533-8055<br/>       Fax: 209-533-7406     </p> <p style="margin-top: 20px;">       EMS Coordinator - Clarence Teem, <i>MHOAC</i><br/>       County Health Officer - Dr. Bob Bernstein, <i>MHOAC alternate</i><br/>       EMS Medical Director - Dr. Kimberly Freeman, <i>MHOAC alternate</i> </p> <p style="margin-top: 20px;">       The MHOAC is required to complete a Situation Report within <b>2 hours</b> of incident recognition &amp; forward to Region IV. The Region IV staff notifies the California Department of Public Health &amp;/or the EMS Authority.     </p> <p style="margin-top: 10px;">       Link: <a href="https://emresource.juware.com/login">https://emresource.juware.com/login</a> </p> | <div style="text-align: center; margin-bottom: 20px;">  </div> <p><b>Definition of Unusual Event:</b></p> <ul style="list-style-type: none"> <li>▪ The incident significantly impacts or is anticipated to impact public health or safety</li> <li>▪ The incident disrupts or is anticipated to disrupt your facility's services and/or the Public Health and Medical system</li> <li>▪ Resources are needed or anticipated to be needed beyond the capabilities of the Operational area (including those resources available through existing agreements)</li> <li>▪ The incident produces media attention or is politically sensitive</li> <li>▪ The incident leads to a Regional or State request for information OR</li> <li>▪ Whenever increased information flow from the Operational Area to the State will assist in the management or mitigation of the incident's impact.</li> </ul> <p style="margin-top: 20px; font-size: small;"> <i>Source: EOM 2011, (Emergency Operations Manual, CDPH, EMSA)</i> </p> |
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