



e-FINDS Training

Instructor Slides & Script

Commerce Training Institute

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NYS

Evacuation of Facilities in Disasters Systems (e-FINDS)

Commerce Training Institute

NYSDOH

518-473-1809



Ground Rules

- Please turn off email, phones, instant messaging tools and clear other distractions away from your training area
- Participate and prepare to be called on by name
- Raise your hand, if you have a question or comment
- Be patient waiting for a response to your chat messages.
- If you leave the program, please use the coffee mug emoticon to let us know when you leave/return.



e-FINDS

- Common platform for sharing patient and resident location information
- Secure, real time & easy to use
- Promotes data accuracy
- Time saving
- Allows collaboration between facilities, facility types, and temporary shelters
- Used for incidents, events or practice exercises



Agenda

- Introduction to e-FINDS
- Actions of an evacuating facility
 - Register patient/resident
 - Update patient/resident
- Actions of a receiving facility
 - Update patient/resident
- Generate barcodes spreadsheets



NYS Administrator

- Distributes preprinted barcoded wristbands used for patient and resident evacuations
 - Wristbands are smudge-proof and comfortable to wear
- Distributes hand-held scanners
- Inputs an operation
 - Event or incident
 - Drill and practice exercises



Facility User Role

- Register patient/resident
 - with or without a scanner
 - one patient/resident at a time, or multiples
- Update patient/resident Information
 - with or without a scanner
 - one patient/resident at a time, or multiples
- Upload patient/resident file



Facility Administration Role

- Same as facility user
- Generate patient/resident barcodes spreadsheet
- Register multiple patients/residents without pre-printed barcode wristbands



Evacuating Facility Registers Patient/Resident with Barcoded Wristbands

- Hurricane predicted to strike 3 NYS counties, and your facility resides in one of the identified counties
- Hurricane expected in 3 days
- Your facility plans to evacuate
- Wristbands have been received from NYS



Receiving Facility Updates Patient/Resident Who Have Wristbands

- A bus has just arrived from an evacuating facility
- All patients/residents have barcoded wristbands, and need to be checked in



Quick Search for Patient or Resident

- Patient/Resident record needs to be updated, but user does not have a wristband



Evacuating Facility Administrator Registers Multiple Patients/Residents

- Another operation has started, and your facility plans to evacuate all patients/residents
- Facility has time to update information



Receiving Facility Updates Patients/Residents Without Wristbands or Barcode Log

- Another bus has just arrived from an evacuating facility
- There are no wristbands or any indication of a barcoded sheet



Evacuating Facility User Registers Multiple Patients/Residents via File Upload

- An evacuation is needed and your facility plans to evacuate all patients or residents, and has a little time to register the patients or residents via an Excel spreadsheet



Evacuating Facility Updates Patient/Resident

- Patient/Resident is being sent to another intended destination and record needs to be updated
- Barcode is known, but there is no wristband



Recap

As an Evacuating Facility:

- Registered patients/residents with barcoded wristbands
- Registered multiple patients/residents without barcodes
- Updated patient/resident information
- Searched for a patient/resident

As a Receiving Facility:

- Updated patients/residents who have wristbands
- Updated patients/residents without barcodes



Exercises

1. Scan barcode: What is patient/resident's name?
2. Enter barcode: What was patient/resident's intended location?
3. Register a patient/resident to be relocated
4. Register multiple patient/residents from spreadsheet provided
5. Update patient/residents to shelter-in-place

Exercises

6. Change intended destination for two patient/residents
7. Determine number of available bar codes for your facility
8. Receive patient/resident with barcode
9. Update a patient/resident's DOB
10. Return patient/resident (barcode) to original facility



Contact Information

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