**You NEED to know how to use ALL of these tools!**

**This Drill incorporates all MCI communications tools including OHTrac, the GDAHA Surgenet MCI page, and the MCI Radio Talk Groups, as well as Triage Ribbons and Tags.**

The West Central Ohio Region conducts a Quarterly Triage Day (QTD) once per quarter. This drill allows emergency departments and EMS personnel to practice triage and MCI Communications so that everyone can quickly, easily, and effectively use our region’s MCI tools. A Job Aid for this drill is in a separate attachment.

**QTD Key Points:**

**Both Hospitals and EMS:**

* **All EMS and hospital ED personnel must be able to use triage ribbons and tags, the RHNS, the MCI radio talk groups, the Surgenet MCI page, and OHTrac.**
* **Every patient in every ED receives a Triage Ribbon and Green Triage Tag.  In most cases, those should be placed by EMS.**
* Assign each patient a SALT triage category (most will be yellow or green).
* Apply a Triage Ribbon using the Ribbon Kit.
* **On QTDs, use** **GREEN** **Triage “Drill” Tags**.
* DO NOT USE the “live” White Triage Tags for the drill.  Those are only for real world mass casualty incidents.
* **Use actual patient information on the triage tags.**  Hospitals will manage HIPAA information after EMS leaves the tags.
* An **OHTrac** incident will be created for the QTD. Everyone will use the same incident.
* Because of the critical importance OHTrac played in multiple real-world incidents, the GDAHA West Central Ohio Regional Healthcare Coalition is strongly recommending that **every emergency department patient be entered into OHTrac** during this 24 hours.
  + Only four items need entered: 1) Triage Tag # (do NOT enter patient names for this exercise); 2) Gender; 3) Triage Level (Red, Yellow, etc.); and Current Location (meaning which hospital or ED).
  + By far the easiest method of OHTrac entry is by scanning the Triage Tag bar code, either using the OHTrac smartphone app or by using a barcode scanner that will connect via computer directly to OHTrac.
  + Even when patients are entered by EMS, for this drill, the Location should be entered as the hospital or ED.
  + Because all patients will be entered in OHTrac during this QTD, it is crucial that EMS apply a ribbon and triage tag on EVERY PATIENT.
  + Wherever possible, EMS is requested to enter patients into OHTrac, and note that on the Triage Tag.

**EMS:**

* For the most part, only Medics and Ambulances will have **GREEN** Drill Tags, but first responder apparatus can and should apply a ribbon before the Medic arrives.
* **EMS must complete a full runsheet on each patient**.
* **EMS agencies with MARCS radios should call hospitals on EVERY RUN during the two periods specified in the email announcement.**
  + Use **HSR3MCI** Talk Group during those times.
  + If transporting to hospitals or EDs in **Butler** or **Warren** counties, use the **HSR6MCI** channel.
* Each EMS agency calling on an MCI Talk group will make brief, MCI-style reports to the hospital over the appropriate Talk Group
  + The only items in an MCI radio report should be:
    - number of patients, triage color, and a two- or three-word description of medical issue, such as “chest injury.”
    - e.g., “Wayne Hospital, this is Greenville Medic 591 en route with one Yellow, possible fractured ankle.”
* Avoid transmitting HIPAA protected health information (PHI)
* If more extensive information or physician orders are needed, the Medic Crew must use the hospital’s regular radio channel or call by cell phone
* MCI Talk Group need not be used if crew workload does not permit.
* **We encourage every EMS crews to look at the GDAHA Surgenet MCI page on QTD days.  During an MCI, it’s a potentially invaluable tool to help your Transport Officer avoid overloading individual hospitals.**
  + You can view it at <https://gdaha.surgenet.org>, the same place you go for Hospital Reroute information.
  + If you don’t have a login (EMS agencies can use generic apparatus logins), or if your login doesn’t show the MCI section pictured on the attached QTD Flyer, just click the Request Access button.

**Hospitals:**

* **During the two time periods specified in the email announcement, every hospital will monitor the MCI Talk Group**
* **For drill purposes, each hospital should update the GDAHA Surgenet MCI page at least once every eight hours.**
  + In a real-world event, the GDAHA Surgenet MCI page should be updated immediately, and at least every 20 minutes

**Training:**

Updated MCI training materials worth 1.5 Hours of continuing education for both EMS (at the top of the web page) and hospitals (scroll down the page) are available at

<http://gmvemsc.org/training-mcicomm.html>

On behalf of Greater Dayton Area Hospital Association (GDAHA), Greater Miami Valley EMS Council (GMVEMSC), Dayton MMRS, and others, thank you for helping our region be better prepared.