

Action Requests

The Action Request tab contains Action Request Alerts (AR Alerts). The alert system is a Resource Information Request/Polling system so that large agencies can assess available resources during a largescale incident. Requests are sent through email and text messages and are displayed on the Action Request screen in the Knowledge Center.

Responding to an Action Request

1. Click Action Request.

bard Resources Critical Infrastructure Messages Logs Reports Incident Missions References Action	n Request EOC	Evaluations S	STEM / Pt Track
lents Add In	ncident	Recent News	
t V Title V Last Updated V Jurisdiction V F	Prior V	Date 🗸 🗸	Message / Des
3 COVID-19 ESN38 03/23/20 09:45 Northampton		03/23/20 09:43	(Northampton
ITC South Mountain Pactoration		03/23/20 09:27	(SW Region - L
2 EOC Activation Level III 03/23/20.09:41 Ctr		03/23/20 09:07	(McKean - Low
ASC-SWPA Eye Surgery Center 02/02/02 00:25		03/23/20 09:06	(HOS-Unionto
<u>Closure</u>		03/23/20 08:30	(Northampton
Q Uniontown Hospital - COVD19 03/23/20.09:12 HOS-Uniontown Hospital	L	03/23/20 07:45	(Jefferson - Lo
9 MVC Keating Twp 03/23/20 09:10 McKean	L -	03/23/20 07:41	(LTC-Maybrook
1 2 3 4 5 Page 1 of 34 20 v items per page 1 - 20 of 663	3 items 🔿		
Q Uniontown Hospital - COVD19 03/23/20 09:12 HOS-Uniontown Hospital 9 MVC Keating Two 03/23/20 09:10 McKean 1 2 3 4 5 Page 1 of 34 20 Temps per page 1 - 20 of 665	L -	03/23/20 07:45 03/23/20 07:41	.(LE

Note: The **Action Request Tab** will be **red** when an Action Request is awaiting a response from the user.

- 2. Click Alert Response.
- 3. Click **Respond Button** for appropriate request.

Search by Re	source Description:		8	×							
2411	UTC Canadomy Results	72901			WERCY REQUEST UC: Capatology status, facility status, stathing and available beds. NOTE: If you have already responded to this request for this week, please ignore this notification.			Xnowledge Center U.C. Test Facility			Respond
2430	Hoseital Bed Tracking Sequent	72001			DALLY REQUEST- HOSPITAL How many and what type of beds are available? Are all Specialty Service Capabilities bectroepid Hose		Responded to Capacity Request	Knowledge Center Test Hospital	Beatley, Bake, Sr Project Manager	03/25/29 10:33	Edn



4. Click Show All? Checkbox.

		Show All?
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Beds		
Gender	Currently Available	Date/Time User
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Female		
Care Level / Approved Stay Status	Currently Augilable	Date/Time Hear
Personal Care	currently svanable	out out
Assisted Living		
Skilled Nursing Care		
Rehab		
Continuing Care		

- 5. Update appropriate data fields.
- 6. Click Save.

Els	Response ?	Date/Time User	A
Does your facility have an established respiratory protection plan	∃ T ⊕ y © N		
is your facility planning to use N95 masks. If so is your staff fit-tested to wear N95 masks	\circledast Y \odot N \odot N/A, No Plans to use N95's \odot Yes, but other fit-tests will be needed		I. I
What mask brands and models are staff fi	2 <u>M</u>		
tested to use			
Is your facility planning to use PAPRs. If so, i your staff trained to use PAPRs	s 💿 Y 💿 N 💿 N/A, No Plans to use PAPR's 🖲 Yes, but other fit-tests will be needed		
Is your staff adequately trained in correcti donning and doffing of PPE	Y 💿 Y 💿 N 🖲 Yes, but will require additional training		. I
there an immediate need for hand	Burnary 3	Data Class Hore	
Alcohol Pared Wood Socilize	Response r	Date/Time Oser	
Alconol based Hand Sanitize			÷
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Disinfection Solution	1 @ Y U N		
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Other (please specify			I
oes your facility anticipate material/supply			
nortages of the following?	Response ?	Date/Time User	
N95	5 ® Y © N		1
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Facial Masks (Procedural/Surgical) © Y ® N		
		[Save Cancel

Note: The Action Request will show an **Edit Button** once the request has received a response.

Editing/Updating an Action Request

- 1. Click Action Request.
- 2. Click Alert Response.



3. Click Edit Button for appropriate request.

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saren by R	ssource Description:		39 ×		-					
					Hergerne Quartety	Response Community				
bair.	USC Casability Resound	72801		WERLIN REGULEST UTC: Capathility interior, facility interior, itselfing and available beth; NOTE: If you have alwardy responded to this request for this week, please groce the conference.		Responded to Capacity Request	Knowledge Center UC Sect Facility	Dearley, Bain, Sr Project Manager	81/25/20 11:29	Lat

4. Click Show All? Checkbox.

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otal Available	Currently Available	Date/Time	User		
Beds	12	03/23/2020 11:29	bbeasley		
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Female				_	
are Level / Approved Stav Status	Currently Available	Date/Time	User	_	
Personal Care	5	03/23/2020 11:29	bbeasley		
Assisted Living	4	03/23/2020 11:29	bbeasley		
Skilled Nursing Care	3	03/23/2020 11:29	bbeasley	_	
Rehab	2	03/23/2020 11:29	bbeasley	1	
Continuing Care	1	03/23/2020 11:29	bbeasley		

- 5. Edit/update the appropriate data fields.
- 6. Click Save.

Verifying Data Populated within Resource

- 1. Click Resources.
- 2. Click LTC.
- 3. Click Res ID <u>link</u> for appropriate Resource.

center	BREAKING NEWS			_	_	_			-	L.	pennsyl	r et et et
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4. Click Capacity.

Knowledge	Beasley, Blake (Sr Pr BREAKING NEWS:	aject Manager)	Healthcare Incident Management System Help Options Admin Legoff	pennsylvania
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seurce ID: 34093 Resource N	Name: Knowledge Cent	ter LTC Test Facility		
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	Male			
	Female			
Care Level / Approved Stay	y Status	Currently Available	Date/Time User	
	Personal Care	5	03/23/2020 11/29 bbeauley	
	Assisted Living	4	03/22/2020 11/29 bosarky	
	Skilled Nursing Care	3	03/23/2020 11/29 bbeesley	
	Rehab	2	03/23/2020 11/29 bosasky	
	Continuing Care	1	03/21/2020 11:29 Identify	

Note: Verify the Show All? Checkbox is selected.