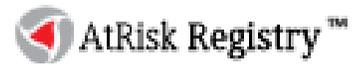


Quick Guide to the At Risk Registry: Non-Patients

This document provides guidance on when and how to enter “non-patient” persons that may be in a facility during an incident such as a hurricane. While providing overall guidance, your region may have developed specific protocols to use in your region. Please contact your Hospital DRC for more specific information.

“Non-Patients” in Your Facility



The At Risk Registry is a powerful patient tracking tool that is used to support hospital patient evacuation as well as sheltering-in-place during incidents such as large hurricanes. Most facilities are aware of the protocols for uploading patient information into the Registry assuming that these patients will be in need of evacuation through the State’s Medical Institution Evacuation Plan (MIEP).

This guide addresses both “non-patients” as well as patients that are not evacuating through the MIEP.

First, concerning patients, we would ask that hospitals upload ALL patients, regardless of the disposition, including:

- Patients that will be sheltering-in-place
- Patients that are being evacuated through other means such as a private contractor or other non-MIEP mechanisms (pediatric patients, behavioral health patients, etc.)

For non-patients, this may include the following groups:

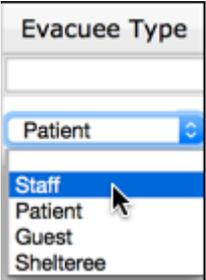
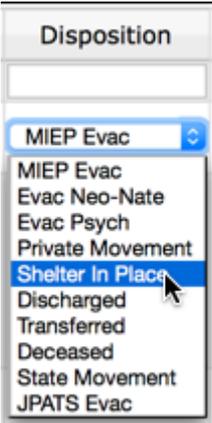
- Hospital staff
- Guests of patients, such as their family members
- Shelterees – people that seek shelter in the hospital who are neither patients, guests of patients, or first responders. These may include family members of patients or staff who are staying with the facility as it shelters in place.
- First Responders – many hospitals provide shelter for first responders during a storm. These types of shelterees tend to seek shelter only during the most intense phase of a storm and are quickly gone after it is safe to get out and participate in recovery and response activities. These can include EMS, law enforcement and fire personnel. It may also include military personnel in the area assisting with other functions.
- Medical Special Needs Shelterees and Caregivers – in some regions, a population of medical special needs citizens has been pre-identified. These citizens **do not** qualify to shelter at a State site or designated Medical Special Needs Shelter. Due to the scope of the medical needs of these identified citizens, it is best that they shelter at a local hospital accompanied by a caregiver who is familiar with and capable of meeting their needs.

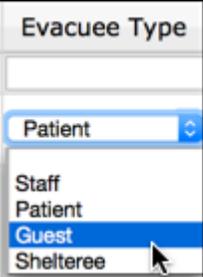
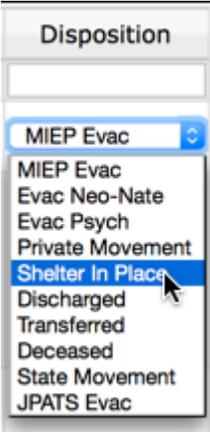
Why We Need to Know

It is important that the State ESF 8 have visibility on certain “non-patients” in your facility as it could affect the nature and scope of any rescue or other post-storm responses to your facility. If supplies such as food and medicine are needed, the State needs to know the scope of the need to plan for an appropriate response. However, there are certain groups for which specific names need to be known and other groups that do not require this level of detail.

What We Need to Know

The following table attempts to provide some guidance on what is needed for each major group:

Group	Situation	Action Needed	Recommendation
Staff	<p>The hospital is evacuating and expects to leave only a skeleton crew, if anyone, to care for the facility until patients can return.</p> <p>If the entire facility is sheltering in place, these same recommendations would apply.</p>	<p>The specific staff that will remain in the facility should be put into the Registry.</p>	<ul style="list-style-type: none"> Enter the First Name, Last Name and their Employee ID number (in the MR_NUM field) in the Registry. Change their “Evacuee Type” to Staff  <ul style="list-style-type: none"> Change their Disposition to “Shelter in Place” 

Group	Situation	Action Needed	Recommendation
Guests	The hospital is sheltering in place and there are family members staying with certain patients and family staying with staff including physicians.	The names of the guests staying with patients and staff should be entered into the Registry.	<ul style="list-style-type: none"> Enter the First Name, Last Name and any number that is unique to that person. It can be created at random by the hospital, or the guest can provide part of their Social Security Number or Driver’s License number. Change their “Evacuee Type” to Guest  Change Disposition to Shelter in Place 

Group	Situation	Action Needed	Recommendation
Shelterees and First Responders	<p>The hospital is sheltering in place and is housing a number of people from the community throughout the storm. These are not patients and they are not associated with any patients that may be sheltering with staff.</p> <p>This recommendation would apply to any first responders that are sheltering in the facility for a short period.</p>	<p>At minimum, we would ask that the facility create a new entry in the Registry that shows the total number of shelterees. There is no absolute requirement to enter each person separately, as we are suggesting with Guests and Staff.</p> <p>If the hospital is also housing first responders, we would suggest creating a second new entry with a "First Responders" as the First and Last Name. The other recommendations would apply.</p>	<ul style="list-style-type: none"> • Create a new patient with a First Name of "Community" and Last Name of "Shelterees" or something similar. • For the "MR_NUM" field, enter any random number/letter sequence. • In the "History" field, enter the number of persons that you are considering community shelterees <div data-bbox="1419 540 1644 748" data-label="Image"> <p>A screenshot of a software interface showing a field labeled 'History'. Below the field, the text '100 patients from the community' is displayed.</p> </div> <ul style="list-style-type: none"> • Change Disposition to Shelter in Place <div data-bbox="1444 813 1661 1245" data-label="Image"> <p>A screenshot of a software interface showing a dropdown menu labeled 'Disposition'. The menu is open, and 'Shelter in Place' is selected and highlighted. Other options visible include MIEP Evac, Evac Neo-Nate, Evac Psych, Private Movement, Discharged, Transferred, Deceased, State Movement, and JPATS Evac.</p> </div>

Group	Situation	Action Needed	Recommendation
<p>Medical Special Needs (MSN) shelterees and Caregivers</p>	<p>Hospital Shelterees include pre-identified medical special needs citizens that do not qualify to go to State or medical special needs shelters. These include home vent citizens, citizens needing daily IV therapy, etc.</p>	<p>Unlike community shelterees, Medical Special Needs citizens taking shelter at a hospital need to be documented individually along with their caregiver.</p> <p>The caregiver name should be entered as a guest and will follow the accompanied patient name.</p>	<ul style="list-style-type: none"> • Create a new patient – input the patients First Name and Last Name. Under the “MR_NUM” field, enter a number/letter sequence that is consistent with other MSN citizens. (i.e. MSN001). In the “History” field, insert the caregiver name. Change Disposition to Shelter in Place. • Caregivers will immediately follow the MSN Patient. They will another “MR_NUM” to be put in the database. Set the Evacuee Type to Guest. Change Disposition to Shelter in Place. <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="1312 792 1522 1068" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #f0f0f0; margin: -5px -5px 5px -5px;">Evacuee Type</p> <div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; height: 20px; width: 100%;"></div> <div style="padding: 2px;">Patient</div> <div style="padding: 2px;">Staff</div> <div style="padding: 2px;">Patient</div> <div style="padding: 2px; background-color: #0070c0; color: white;">Guest</div> <div style="padding: 2px;">Shelteree</div> </div> </div> <div data-bbox="1579 792 1789 1214" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #f0f0f0; margin: -5px -5px 5px -5px;">Disposition</p> <div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; height: 20px; width: 100%;"></div> <div style="padding: 2px; background-color: #0070c0; color: white;">MIEP Evac</div> <div style="padding: 2px;">MIEP Evac</div> <div style="padding: 2px;">Evac Neo-Nate</div> <div style="padding: 2px;">Evac Psych</div> <div style="padding: 2px;">Private Movement</div> <div style="padding: 2px; background-color: #0070c0; color: white;">Shelter In Place</div> <div style="padding: 2px;">Discharged</div> <div style="padding: 2px;">Transferred</div> <div style="padding: 2px;">Deceased</div> <div style="padding: 2px;">State Movement</div> <div style="padding: 2px;">JPATS Evac</div> </div> </div> </div>

Getting Help

If you need assistance, you can get it several ways:

1. Call your DRC – particularly if your region has discussed alternative protocols for these scenarios.
2. Call LERN at 1-866-320-8293
3. Send an email to esf8help@la.gov or to henry.yennie@la.gov