Go Team WebEOC Information Requirements/Procedure

I. Facility contacts local Health Officer (HO) & Emergency Manager (EM)
II. HO & EM enter request into WebEOC per State resource management procedure
III. “MCSALLTT” description to include, but not limited to:
   a. Name & location of facility
      i. Facility point of contact (POC)
         1. Email & phone(s)
   b. Facility description
      i. Type (skilled nursing, assisted living, etc.)
      ii. Highest level of on-site care provided
          1. Ventilator capabilities?
      iii. Total capacity (total staffed beds)
      iv. Current level of capacity (# of actual residents)
          1. If multiple levels of care provided, delineate residents into the levels
      v. Isolation capabilities
   c. Resident description
      i. # of symptomatic residents
      ii. Condition of symptomatic residents
      iii. # of possible exposures
      iv. # of residents exposed
   d. Staffing description
      i. # of total staff
      ii. Critical staffing level indicator(s)?
      iii. # of symptomatic staff
      iv. # of staff isolating/in quarantine
      v. Staffing surge plan in place?
   e. Potential needs identified by facility/HO/EM

IV. SEOC Resources Section tasks request to MDH/MIEMSS SCF representatives for review
V. MDH/MIEMSS SCF representative(s) review
   a. Consider additional information needs and contact local HO/EM as necessary
VI. Refer requests to Decision Triad (MDH OP&R/MIEMSS/EPI)
VII. MDH/MIEMSS SCF representative(s) enter response assignment into WebEOC request/task tracker upon decision and dispatch
   a. Contact local HO/EM via email with WebEOC Requests & Tasks reference number
      i. Update on team type assignment(s) and ETA in WebEOC (notes section of request)
   b. Update status in Requests & Tasks as necessary
   c. Document changes in team assignments as necessary