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Phase I:
Sahana Mayon

Scenario Creation

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http://camp.mayon.sahanafoundation.org/mayon

INTRODUCTION

Goals

In this simulation, we'll be focusing on the core of Sahana Mayon's planning capabilities, the scenario creation wizard. You'll have an opportunity to walk through the creation of a new scenario and prepare for its execution as an event.

By the end of this training you will have:

1. Created a basic scenario
2. Defined default resource types
3. Organized your facilities into groups
4. Defined facility resource requirements
5. Defined several staff resource pools
6. Created shift templates

And lastly...

7. Generated shifts

Sahana Mayon

Sahana Mayon is the newest branch of the Sahana product landscape. Loosely based off the original Sahana PHP product but sporting a modern web framework, Sahana Mayon addresses the emergency planning needs of municipal and regional organizations seeking long-term, multi-hazard resource management. Developed in collaboration with the New York City Office of Emergency Management, the Sahana Mayon team is dedicated to providing reliable solutions that are suitable for emergency response organizations of any size.

We hope you find this training to be an informative and exciting glimpse into the future of Sahana Mayon. For more information and updates on the progress of the project, feel free to visit our website at http://mayon.sahanafoundation.org/.

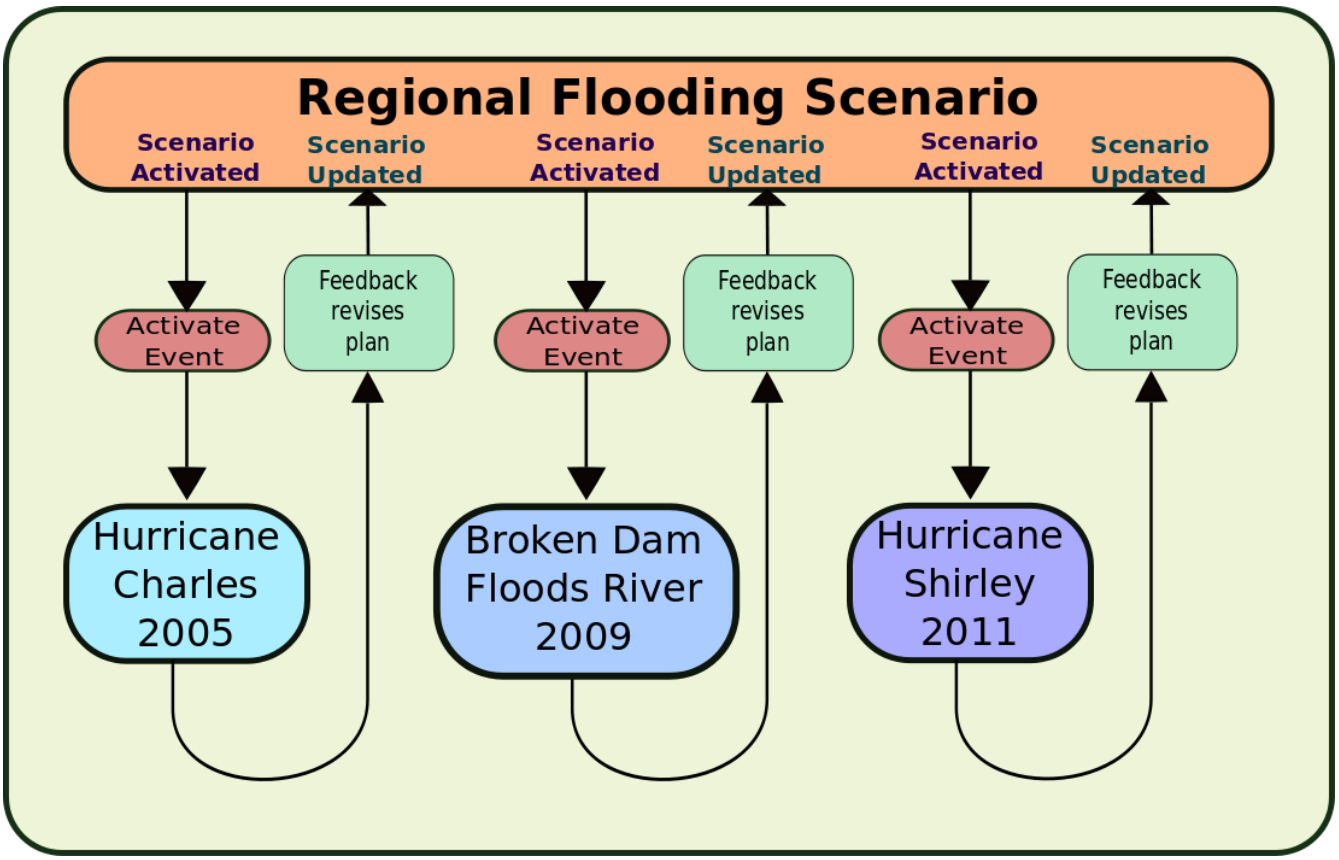
Scenario Overview

In Sahana Mayon, a scenario is a multi-faceted resource activation plan created to respond to a hazard. Sahana Mayon does not limit the number of scenarios a user can create and users are encouraged to create as many scenarios as they need to represent their emergency response plans. These scenarios can be used and re-used throughout the course of several events and can be similarly revised to better prepare for events in the future.

Scenarios vs. Events

The Sahana Mayon project emphasizes two levels of emergency planning: Scenarios and Events. If scenarios are plans for theoretical emergencies, an event is the manifestation of an actual emergency. In this way, a Flood Evacuation Plan would be a scenario where an EF5 tornado would be a specific disaster event. Events continue the management of response efforts but are specific to themselves.

The relationship between these two levels is a key point of the Sahana Mayon system. As scenarios are deployed as events, the scenario data is used to generate an event response plan. Once the event has been created, however, it operates independently from its scenario. This allows Emergency Managers to create general plans that can then be customized upon the emergence of a specific event. Since Sahana Mayon supports multiple events, the same scenario plans can be used and reused without fear of plan contamination by specific event response efforts.



Time Management in Scenarios

Emergency managers are acutely aware of the unpredictable timing of emergencies. This has led to the common practice of developing emergency plans in relative terms. As emergency plans themselves, scenarios in Sahana Mayon follow this paradigm. All times stored in Sahana Mayon's scenario system are relative to key response events such as the zero-hour of a

hurricane landing or the opening of a facility. This allows Sahana Mayon's scenarios to immediately adapt to the timing of an emergency; whether it occurs at 8 a.m., 8 p.m., or 3:41 in the morning.

All Hazards Planning

The Sahana Mayon's planning capacities are further explored when it is used for multi-hazards planning. In its most basic state, Sahana Mayon is a system for defining a set of buckets that represent resource needs and helping emergency managers quickly and effectively fill those buckets with the response resources they need. The system has been designed from the ground up to treat hazards agnostically and without preference toward specific response styles.

Shared Resources

Another key component of Sahana Mayon is its ability to use shared resources throughout its scenarios and events. As an example, a facility in Sahana Mayon may function as any one of a number of resources: an evacuation shelter, a hospital or a medical supply warehouse. These resources are specific to each facility and managed through Sahana Mayon's facility management capabilities (not covered in this training). Similarly, staff and other types of resources may fill multiple roles.

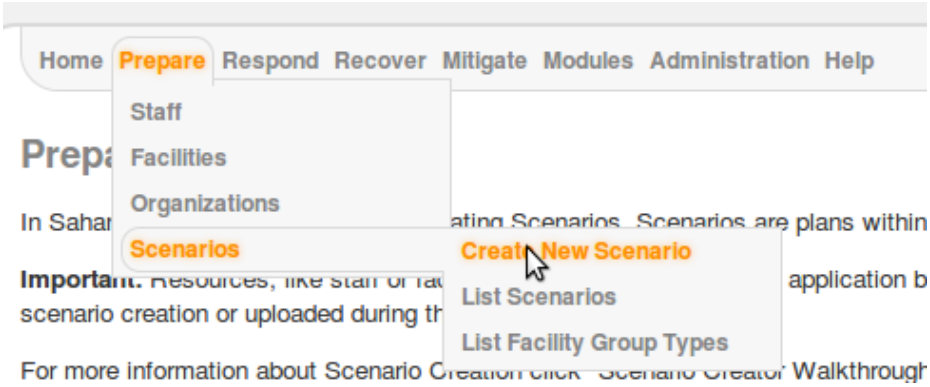
By combining its all-hazards capabilities and its understanding of multi-role resources, Sahana Mayon can deliver a shared resource plan that allows the same pool of resources to be used across several scenarios. As with our earlier example, a facility that can function as a medical supply warehouse could be utilized in either an urban flu pandemic scenario or a toxic waste evacuation scenario. As this resource's status changes (e.g., the building goes under construction), it can be made available or unavailable to both scenarios simultaneously.

INSTRUCTIONS: WORKING WITH SCENARIOS

Sahana Mayon's Scenario management capabilities are made of several sub-components all designed to give you quick access to your desired functionality. In this section you'll learn how to access the Sahana Mayon Scenario Manager and these major components.

Navigating the Scenario Module

To access the Sahana Mayon Scenario Manager, log in the application and navigate to the *Prepare* tab in your menu. By hovering with your mouse over the *Prepare* tab, you should get a new sub-menu. By either clicking on, or hovering over the sub-menu *Scenarios* item, you will receive access to a list of available actions. The following notable actions are currently implemented.



Create New Scenario

This route provides users with easy access to the *Scenario Creation Wizard*, a step-by-step process that guides emergency managers through the scenario creation process.

List Scenarios

The one-stop-shop for scenario needs, this page provides users with a list of all currently created scenarios as well as access to the individual components of those scenarios. The *List Scenarios* page also provides access to the scenario creation wizard and has links to allow the immediate deployment of a scenario.

Scenario Shifts for East-City Industrial Waste Spill

ID	Facility Resource / Staff Resource Type	Status / Task	Min / Max Staff	Task / Break Length	Shifts Start	Staff Wave
1	Research Center II : evacuation center Specialist	active General Staffing	8 / 15	12h / 12h	-3d	1
2	Research Center II : evacuation center Specialist	active General Staffing	8 / 15	12h / 12h	-2d 12h	2
3	View Scenario Shift 217 : evacuation center alist	active General Staffing	8 / 15	12h / 0m	-2d	1
4	Research Center II : evacuation center Specialist	active General Staffing	8 / 15	12h / 0m	-1d 12h	2

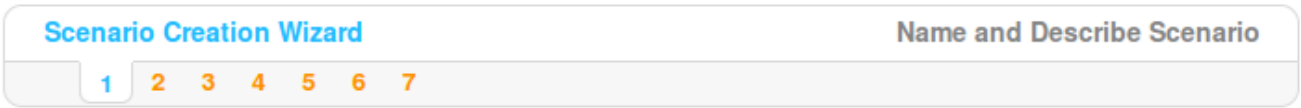
List Facility Group Types

This page will present users with a list of Facility Group Types. Facility Group Types are generic labels that are used to group facilities together for the purposes of reporting, activation, and other related actions. This hub allows emergency managers to list, add or edit Sahana Mayon's facility group types.

INSTRUCTIONS: SCENARIO CREATION WIZARD

The *Scenario Creation Wizard* is a step-by-step process that guides emergency managers through the scenario creation process. As-of this publication, there are seven distinct steps to the creation of a scenario. In order to have a useful or complete scenario plan, users must complete all of the outlined steps, however, some optional steps such as importing a facility list from a spreadsheet may allow users to bypass certain steps.

Pages in the *Scenario Creation Wizard* feature a header to indicate the current step and provide access to prior steps.



Another common component of pages in the *Scenario Creation Wizard* is the prevalence of the *Save and Continue* button. While most pages with actions provide a *Save* button to be used to save the current record, when operating in the *Scenario Creation Wizard*, pages have an additional button to save the current record and progress to the next step of the process.

1. Creating a New Scenario

The first step of the *Scenario Creation Wizard* is the establishment of a scenario's unique identifying information. This information is used on-screen, in reports and in exports and must be unique to ensure strong data integrity.

Two fields are explored on this page:

- Name: A unique name for this scenario. Uniqueness is enforced so duplicate entries and accidental edits will be avoided.
- Description: A short paragraph describing this scenario. While uniqueness is not enforced, users are encouraged to give meaningful descriptions.

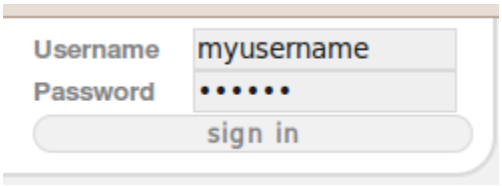
Exercise: Login and Create a Scenario

For our first exercise, you'll learn how to log in to Sahana Mayon and create a basic scenario.

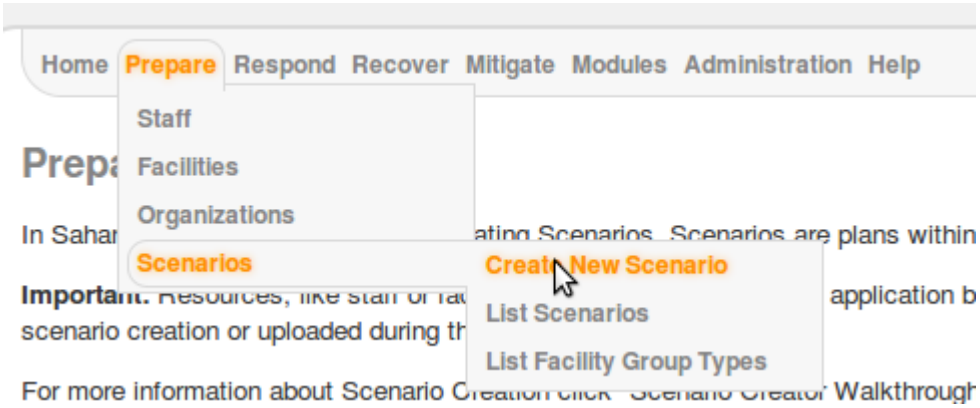
☑ First, navigate to your Sahana Mayon URL in your web browser. Those participating in a live training event are encouraged to use the URL printed as Box #1 on your sample data card.

☑ Once you see the Sahana Mayon homepage you should input your demo username and password into the *Username*, and *Password* fields, respectively

and click the s*ign-in* link. These are represented as Boxes #2 and #3 on your sample data card.

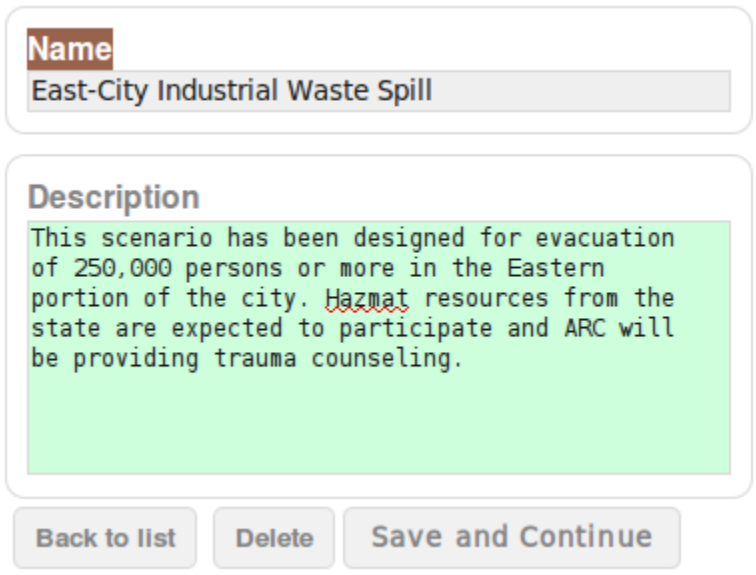


☑ Now that you've signed-in, drag your mouse to hover over the *Prepare* menu tab. This should open a sub-menu with a new *Scenarios* menu item. Hovering your mouse over the *Scenarios* menu item should give you a final sub-menu with a *Create New Scenario* menu item. Click that link. Your total navigation to this page should look like: *Prepare-->Scenarios-->Create New Scenario*.



☑ At the *Create New Scenario* page, fill in the *Name* field with the unique scenario name found on your sample data card in Box #4.

☑ After you've given your scenario its name, be a little creative and add your own description for the scenario in the *Description* field.



☑ Once you've completed these steps, click the *Save and Continue* button at the bottom of your screen.

2. Defining Default Resource Types

As a multi-hazard system, Sahana Mayon assumes that you will have a wide variance of resources that will be applicable to different types of scenarios. A pestcontrol specialist, for example, may not be a particularly applicable role to an industrial spill scenario. As your list of scenarios managed by Sahana Mayon grows, these resource type lists can grow large enough to make later steps difficult.

To mitigate this, Sahana Mayon encourages emergency managers to select only the resource types they expect to use for the given scenario. This will act as a filter for future steps and reduce data entry needs. You can select or de-select default resource types by checking and un-checking the provided boxes.

Resource types that can be managed include:

- Staff Resource Types: *Staff Resource Types* can be thought of as staff roles. Each individual staff member may provide multiple staff resource types but will only be utilized as the type that has the most immediate need during deployment.
- Facility Resource Types: Like the *Staff Resource Types*, *Facility Resource Types* describe the multiple roles a facility may play during an emergency. Unlike *Staff Resource Types*, *Facility Resource Types* may provide their resource simultaneously during an event.

Exercise: Select Default Resource Types

In this exercise, we will select our default resource types for our scenario.

☑ Use your mouse to check the *Staff Resource Types* found in Boxes #5a and #6a of your sample data card.

☑ Similarly, check the *Facility Resource Types* found in Box #7 of your sample data card.

☑ Once you've completed these steps click the *Save and Continue* button to continue.

3. Defining Facility Groups

At this stage of the *Scenario Creation Wizard* you'll start to interact with your real data sets. This begins by selecting the facilities you wish to allocate to this scenario and organizing these facilities' resources into groups.

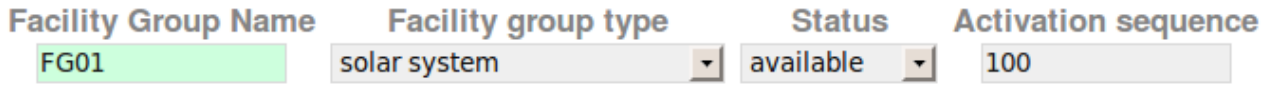
How Facility Groups are Used

Facility groups are operational groupings of facility resources. They can be defined any way you deem best, and because only the facility resources are grouped, an individual facility may span more than one group. All facilities' resources in a scenario must be grouped, i.e., if you have no need to group your facility resources you can simply create one big group and add all your facility resources to it.

Facility resource groups also store several data points that are used during deployment. These data points include:

- Facility Group Name: A unique name for this facility group (within the context of its scenario). Two facility groups in two different scenarios may use the same name.
- Facility Group Type: The facility group type is another operational label that can be later used to organize your facility groups according to their type.
- Status: The facility group status represents the status the group will posses *when an event based on this scenario is initially activated.* This does not represent the status of the group currently, but instead allows emergency managers to take such actions as creating standby groups that are not active, but are immediately deployable during an event.

- Activation Sequence: This arbitrary number represents the deployment sequence of this facility group during an event. This affects resource allocation as resources are deployed to facilities on a first-come first-serve basis; filling the highest priority groups first, and within those groups, the highest priority facilities. Lower activation sequences activate before higher sequences, however, multiple groups may share the same sequence number (e.g., 100) and would deploy at the same time. Unless you have a need to fine-tune your resource activation sequences, you can safely leave this field alone.



Facility Group Creation

Facility group creation begins with giving your facility group a name, type and resource status. If you wish to adjust its activation sequence you may optionally do so. After having set the facility group metadata you can move on to adding your facility resources to the facility group.

Adding Facilities to a Facility Group

In Sahana Mayon, adding facility resources is as simple as drag'n'drop. Below the facility group metadata are two columns. The left-hand column represents available facility resources while the right-hand column, represents this group's current composition.

As with the facility groups, facility resources in groups have facility resource statuses and activation sequences. These follow the same paradigms where status is the status of the facility resource when the facility group is activated (allowing standby facilities to be designated within groups), and having a deployment order that ensures high-priority facilities are staffed first.

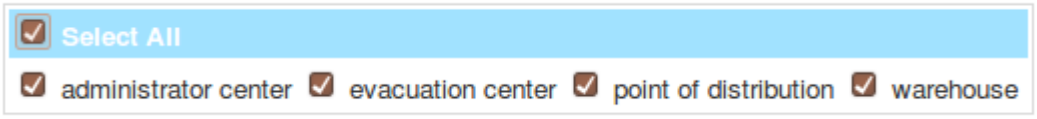
In the right-hand column, the facility resource statuses are represented as rows. To add a facility resource to a facility group, simply drag the facility resource over from the left-hand column to the status header you wish to assign to it. If you mistakenly drag the facility under the wrong header, you can always drag it up or down within the right-hand column or drag it back to the left-hand column to remove it from your facility group.

Facility resources are added to a group with a default activation sequence but if you wish to change the sequence you may click on it to edit the field.

Filtering Available Facilities

If your instance of Sahana Mayon will be used in a large-scale deployment there is a good chance your facilities list may be too big to effectively manage without some help. To mitigate this circumstance you can use the

checkboxes in the facility resource type filter to further restrict the facilities resources in the left-hand column by their facility resource types. As facility resources are added to facility groups they will be excluded from the left-hand column.



Creating Additional Facility Groups

If you only wish to create one facility group, you can add its members, set its data and click the *Save and Continue* link at the bottom of the page to continue the *Scenario Creation Wizard*. If, however, you wish to add an additional facility group you may commit your group and start a new one by clicking *Save and Create Another*.

Importing Facility Group Data

As an alternative to using this page, facility groups may be created and maintained through the facility import functionality that loads facilities from a Microsoft Excel 2003 spreadsheet.

Exercise: Create a New Facility Group

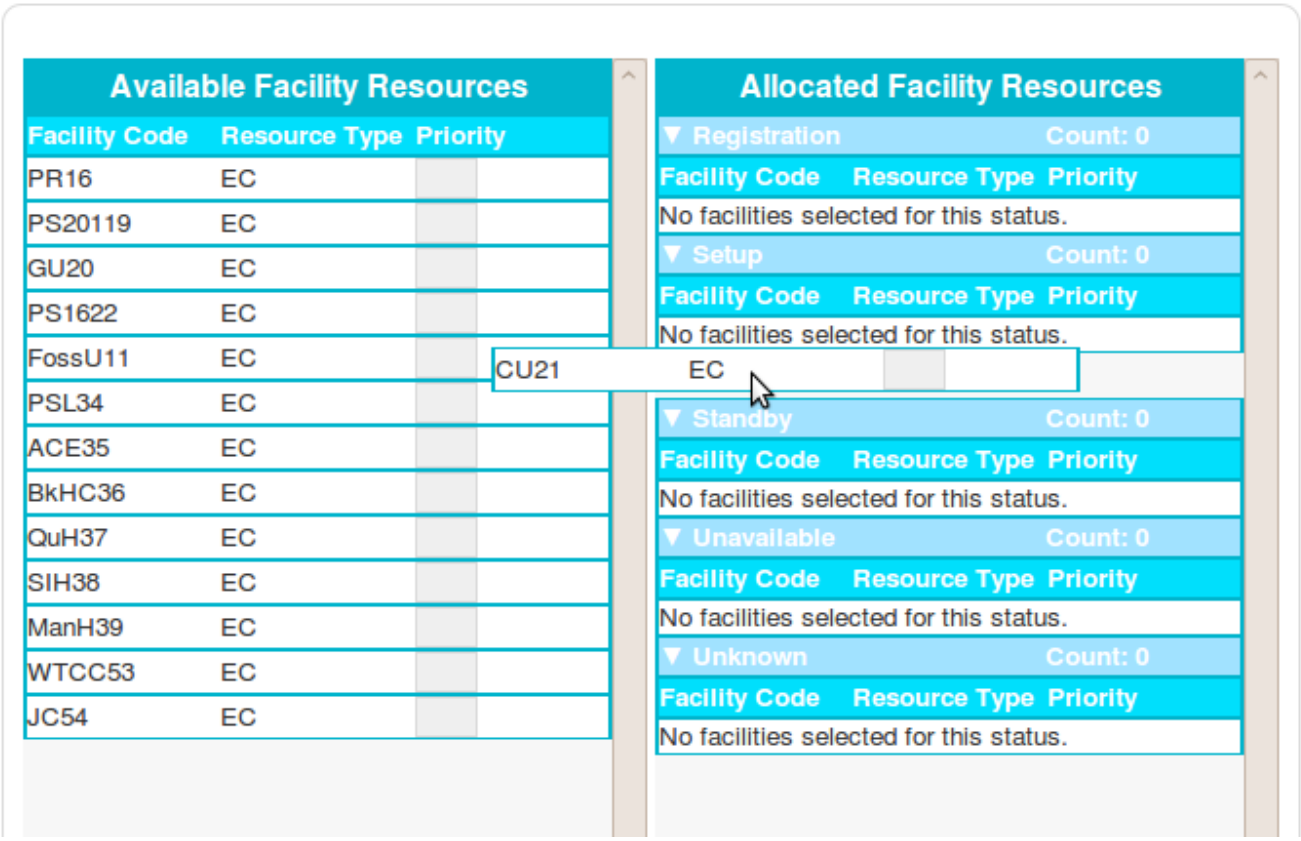
In this exercise we'll create a new facility group, add members, and save the group to our scenario.

☑ Begin by giving your facility group the group name suggested in Box #8 of your sample data card.

Note: Since the remaining facility group metadata components have intelligent defaults, we'll leave them as they are.

☑ You should now have three facility resources in your left-hand column. Using your mouse, drag two of those facility resources to the right-hand column so that they are directly underneath the row header titled Setup.

☑ Drag your remaining facility resource from the left-hand column to the right-hand column underneath the row header titled *Standby.*



☑ With all of our facilities allocated, we can now move onto defining our staff resource requirements.

4. Define Staff Resource Requirements

The next step of the *Scenario Creation Wizard* finds us setting the staffing requirements for the facility resources we selected in the previous step.

Staffing requirements are stored as a [min] / [max] pair representing the minimum and maximum number of staff that should be deployed to each individual facility resource. This data must be entered for each of the default staff types chosen in Step 2 of the *Scenario Creation Wizard;* emphasizing the importance of only selecting the staff resource types you intend to use in this scenario.

To assist users, pairs that have not yet been entered into Sahana Mayon will appear with a light orange highlight.

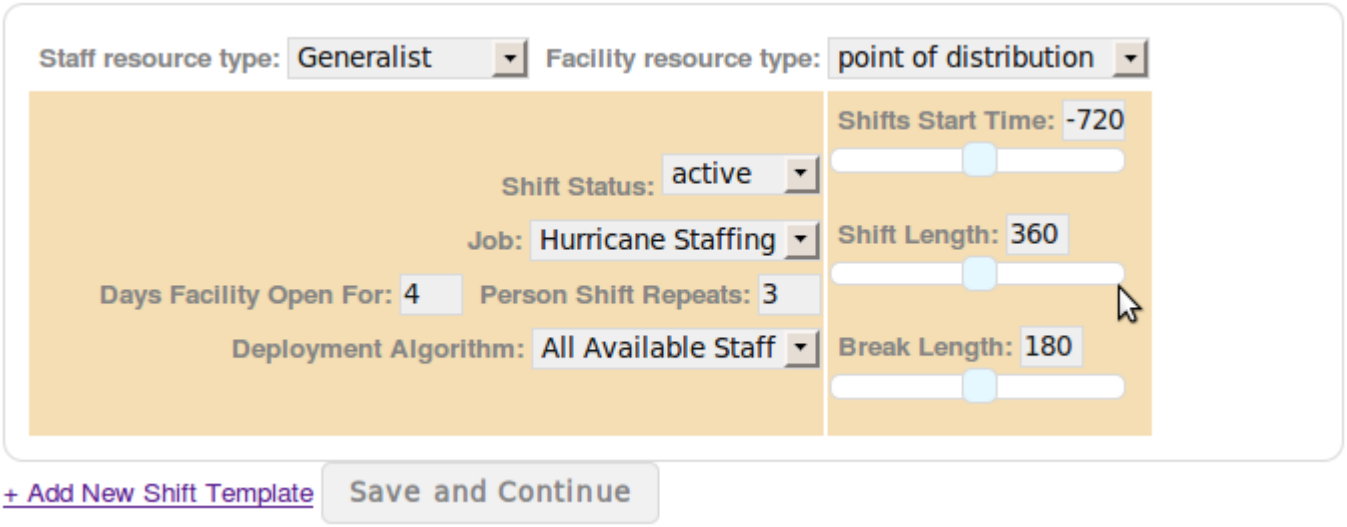
How Staff Resource Requirements affect Deployment

Using the default automated deployment engine, staff resources are distributed according to the highest priority facility group, then highest priority facility within that group. As staff are distributed, once a facility has reached its minimum threshold, the next facility is queued to receive resource allocations until its minimum threshold is met and so on and so

forth. Once all active facilities in all active facility groups have had their minimum requirements satisfied, staff are distributed in a round-robin fashion that shares resources equally until facilities reach their maximum capacities.

Why Staff Resource Requirements are Defined Individually

Even though two facilities may provide the same resource (e.g., Hospital), the facility sizes may be widely different. Because size is variable, each facility resource may have different resource requirements. For this reason, facility resource requirements are defined individually to be certain that resource requirements are suited to the individual facility.



Automatically Populating this Data through Facility Import

As with Facility Group Creation, this step can be obsoleted through the use of facility imports from Microsoft Excel spreadsheets. Since this page requires one pair of input boxes for every facility resource and staff resource type combination, it is strongly recommended that those with large deployments consider using the spreadsheet import method to maintain their scenario facility data.

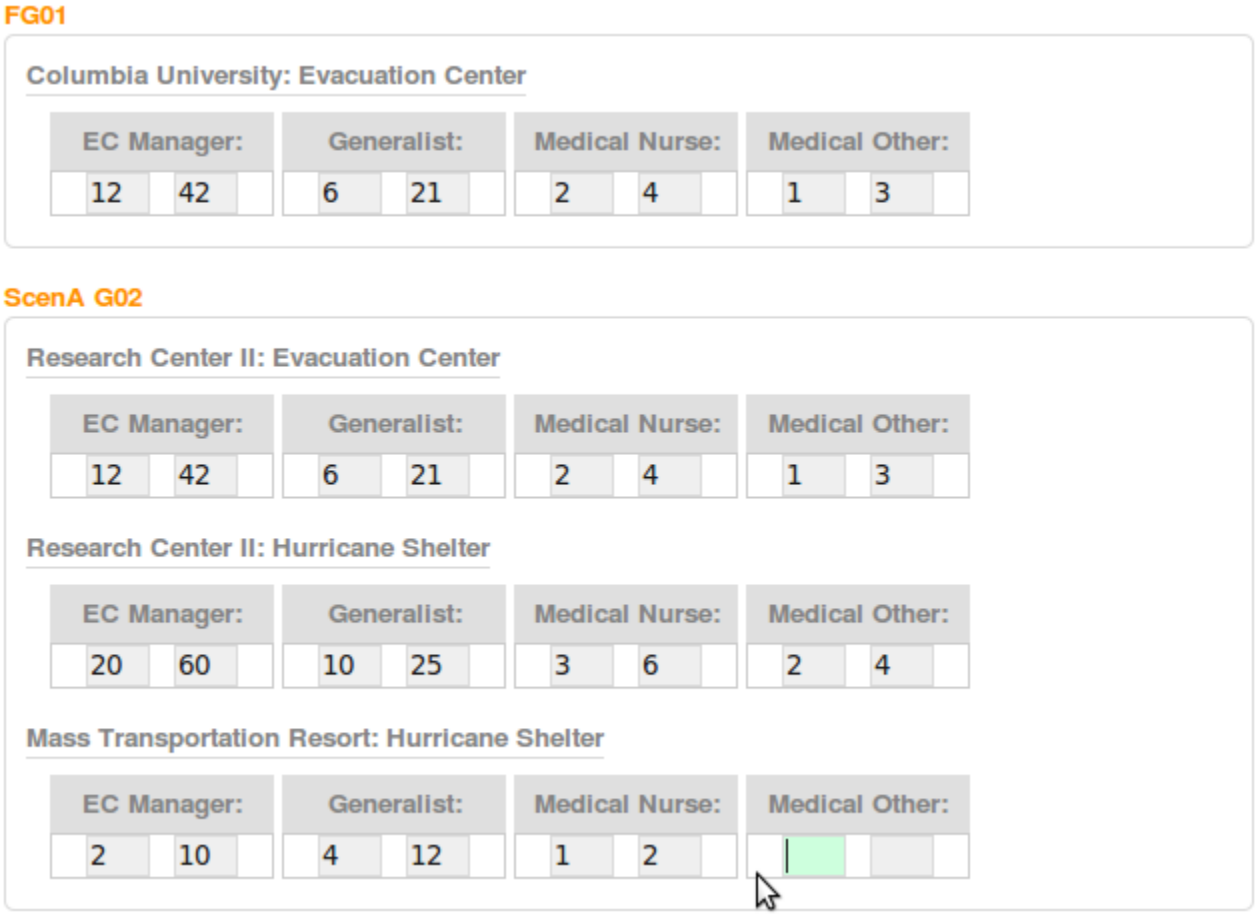
Exercise: Define Staff Resource Requirements

Having established our facilities in the previous step, we should be able to tell Sahana Mayon what our staffing needs will be at each facility resource.

Note: To simplify the data entry needs of this step, we will be using the same requirements figures for each facility resource.

- ☑ Using the figures found in Boxes #5b and #5c, fill in the appropriate minimum and maximum staff requirements for each facility with the staff resource type found in Box #5a.
- ☑ Using the figures found in Boxes #6b and #6c, fill in the appropriate minimum

and maximum staff requirements for each facility with the staff resource type found in Box #6a



☑ Having completed your staff resource requirements as above, you're ready to define your staff pools. Click *Save and Continue* to head to the next step.

5. Define Staff Pools

In this phase of the Sahana Mayon *Scenario Creation Wizard*, we will be defining and ranking our staff resource pools. Staff resource pools are saved, automated searches used to generate a pool of staff-available resources for an emergency response effort.

The Trouble with Human Resources

Human resources during an emergency can be a particularly volatile component of any plan. Many emergency response organizations do not directly manage their emergency staff but instead rely upon the coordinated collaboration of volunteers and other organizations. This often creates delays in the collection and updating of human resource information. These information delays, combined with the gaps created by moves, travel, illness

or the direct influence of an emergency make human resources management a volatile component of general emergency management.

Reducing Volatility

To mitigate these risks, Sahana Mayon avoids commitments to specific human resources during scenario creation. Instead, Sahana Mayon has a unique staff pooling system that allows emergency managers to define saved searches based on criteria such as the staff type or parent organization. This will expand in the future to include criteria such as skill and training levels.

As each search is defined, it is given a weight to ensure that staff meeting the preferred credentials are deployed first. Staff who meet the criteria of several searches are always favored with their highest priority These searches are then run against the database and used to generate a pool of available staff for an event.

Generation Practices

In practice, staff pool generation is part of event deployment. By waiting until the last minute to select individual staff (e.g., an event), more time has been created for data updates which enables Sahana Mayon to generate a significantly more reliable pool of human resources than could be done through manual assignment.

Navigating the Staff Pool Page

Near the top of the page users are presented with any currently saved searches. The names of these searches are clickable buttons that enable users to edit a given search condition.

Directly below the saved searches, is a form that can be used to create a new staff search. The following form fields are used to define condition:

- Name: A unique name for the search condition
- Search Weight: The search weight is used to assign priority to searches and, by extension, to the staff generated from a search. The higher the

weight, the higher priority this search will get during deployment. Staff that would naturally be selected in more than one search are automatically assigned the highest priority that befits them.

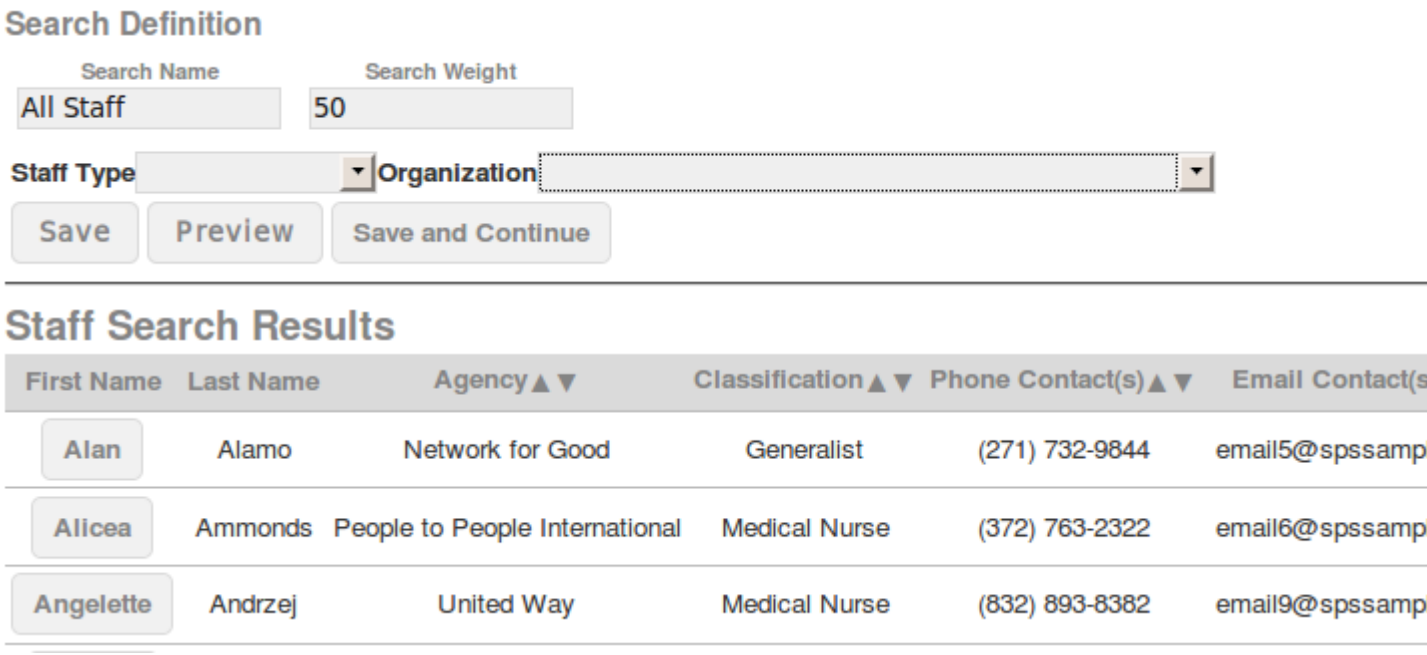
- Staff Type: One of the search filters, staff type represents a staff's resource role during an emergency event. Staff who do not possess the selected role, are not captured in this search. If staff type is left blank, staff of any resource will be selected.
- Organization: One of the search filters, organization simply represents the staff's parent organization. It may be used to ensure that specific response partners receive higher or lower priority than others. If organization is left blank, staff from any organization will be selected.

Exercise: Define Staff Pools

In this exercise, we will use the staff pool generator to generate two new search conditions: one that will query all staff, and another that will limit our staff pool to a particular *preferred* organization.

☑ Enter a new staff pool name in the Staff Pool Name field using the data in Box #9 of your sample data card. We can safely ignore any of the other fields so that this search returns all staff without restriction at our default search weight.

☑ Now click the *Preview* button below to check the results of this search.



☑ Click Save to save this search and open a new blank form.

☑ In the new blank Staff Pool Name field, enter the name found in Box #10 of your sample data card.

☑ This time, set the search weight to the value found in Box #11 of your sample card. This will ensure that any individuals selected by this search will be deployed before those selected in the previous search.

☑ Using the *Organization* drop-down box, select the organization found in Box #12 of your sample data card to restrict this search to the preferred organization.

☑ Now click the Preview button below to check the results of this search.

☑ Having successfully restricted your search, you can now select Save and Continue to move to the next step.

6. Create Shift Templates

A fundamental component of human resources management are the shifts that define tasks, times, locations and personnel requirements. Additionally, these shifts are rarely consistent; according to the needs of the user, shifts may repeat several times in response to a theoretical event, staff may be released and shifts may be incompatible between different staff types. To create shifts for an emergency event, Sahana Mayon utilizes a template system that enables emergency managers to define a basic shift that will act as a template for automatic shift generation.

How Shift Templates Work

A shift template in Sahana Mayon is comprised of three key groups of information. The first group contains information relevant to the staff type, facility, task and other components that describe who, where and what will will be accomplished. The second group of information is related to timing, which allows emergency managers to not only define the actual shift's times, but also the allotted staff break times.

The final group of information in a shift template is information used by the shift template to automatically generate shifts. By setting a number of repeats and individual person repeats, the Sahana Mayon shift engine can generate a series of consecutive shifts as far into the future as an emergency manager requires.

Time in Shift Templates

As noted in the introduction, scenarios are plans that operate on relative time. Shifts are relative to their facility's activation. The facility group and facility resource statuses set during the facility group creation process determine the status of the facility upon the emergence of an event. When a facility is manually or automatically brought online, its shifts use the activation time as a basis and apply the relative time set here.

In this way, if eight-hour setup shifts should begin roughly 72 hours out from a facility's activation, then an emergency manager is able to define that in the template. At shift generation, shifts would start at -72hrs, -64hrs, -56hrs and so on and so-forth. If a facility with this shifts pattern were to be activated on a Thursday at 12:00 p.m., the first shift (-72hrs) would start at 12:00 p.m. the Monday prior.

Why not define shifts individually?

It may seem somewhat unintuitive to abstract shifts in this manner, but Sahana Mayon does have a purpose in mind: scale. A driving factor for Sahana Mayon's development has been to meet the needs of large-scale emergencies in highly populated areas. If one considers a scenario with fifty facilities that operate on eight hour shifts for ten days, that alone would generate over fifteen hundred individual shifts!

The shift template system allow emergency managers to avoid dealing with the nuts-and-bolts of manual shift creation, and instead focus on designing powerful and effective emergency response plans.

Limitations of Shift Templates

While shift templates are the recommended way of generating shifts en masse, they don't provide granular controls for modifying individual shifts. After shifts have been generated, emergency managers can modify generated shifts by hand, however, this can be a tedious process.

Shift templates also assume that all shifts are consecutive and that emergency response efforts operate on a twenty-four-hour cycle. In the future, additional features may be added to create non-consecutive shifts. As of this writing, however, managers needing to define these types of shifts may do so on the next step by hand.

Navigating the Shift Templates Page

The shift template page has a block of information dedicated to each new and existing shift template. There are quite a few tunable parameters that emergency managers can use to design their shifts. To speed data-entry across the application, most of these parameters have user-editable defaults that can be set in the global parameters page (not covered in this document).

The fields that comprise a shift template are:

- Staff Resource Type: The type or role of staff to which this template applies.
- Facility Resource Type: The type or role of facility to which this template applies.
- Shift Status: The type or status of a shift. This is usually used to set up standby shifts and related non-active shift types.
- Job: This field represents the job or task that staff will be asked to complete.
- Days in Operation: This is the number of days, in total, that facilities of this type will be operational and staffed.
- Consecutive Staff Shifts: This field represents the number of consecutive shifts an individual staff person will be expected to work. Since each shift is calculated as both a task period and a break period, consecutive shifts

not do rob staff of potential, necessary rest periods and may be safely used to ensure staff stay on-site for extended periods.

- Deployment Algorithm: This feature is currently unused. As of this writing, only one location-based deployment algorithm is provided but additional deployment algorithms may become available in the future.
- Shifts Start: This slider represents the start time of the first shift of this template relative to the activation of its facility.
- Task Length: Task length is the length of time a staff person will be actively performing emergency response duties.
- Break Length: Break length is a length of time following the completion of a person's tasks that is used for rest and recovery. It is especially important in scenarios where staff are asked to work consecutive shifts.

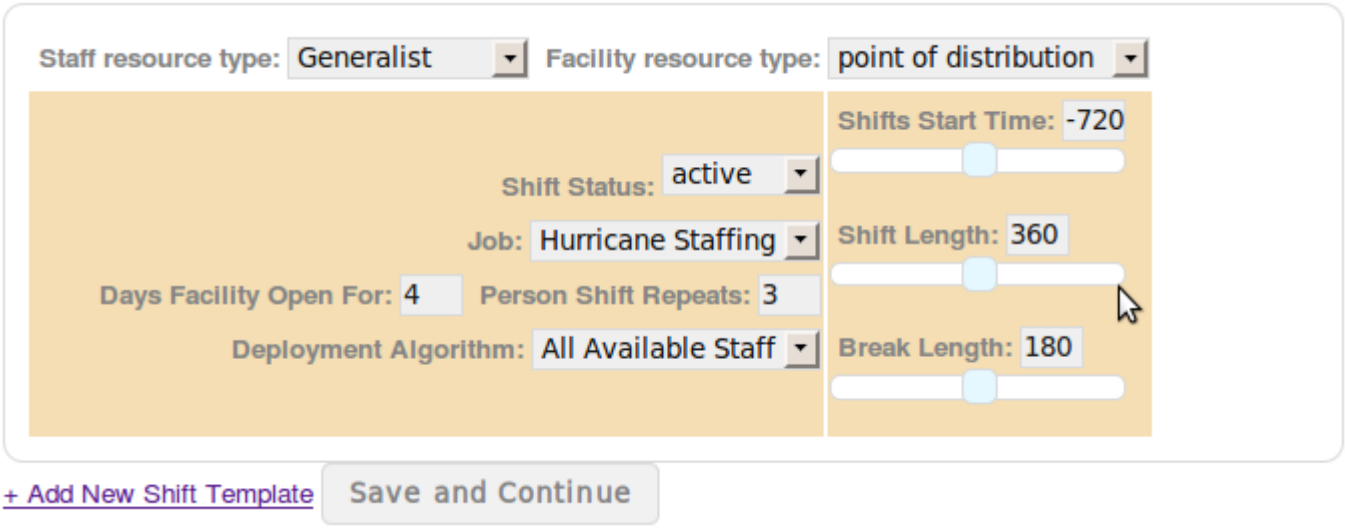
Exercise: Create Shift Templates

In this exercise we will create a single shift template to cover the process. Ideally, you would want to create more than one to at least provide coverage for each relevant combination of facility resource type and staff resource type.

☑ Start by clicking the *Add Shift Template* link to create a new shift template. This will create a new shift template and populate it with several defaults.

☑ Find the Days in Operation field and enter the number found in Box #13 of your sample data card.

☑ Similarly, find the Consecutive Staff Shifts field and enter the number found in Box #14 of your sample data card



☑ Feel free to play with the various sliders to adjust the shift start time, or task lengths.

☑ One you are finished, click the *Save and Continue* button to move on.

7. List Shifts

In the last step, we created a shift template that was used to generate shifts. This page gives emergency managers the opportunity to review the created shifts, edit them directly or add new ones. Since this training will not cover manual shift creation, we will skip this step, but you are encouraged to verify if the created shifts represent the data you entered in your shift template.

After you have finished, click the *Finish Scenario Creation Wizard* button to return to the scenario review page.

8. Scenario Review

The scenario review page is available to emergency managers from the Scenario List and at the conclusion of the Scenario Creation Wizard. From here, users will be able to view summary statistics regarding their scenarios as well as deploy this scenario as an event.

Review Scenario: East-City Industrial Waste Spill

This scenario has been designed for evacuation of 250,000 persons or more in the Eastern portion of t city. Hazmat resources from the state are expected to participate and ARC will be providing trauma counseling.

Steps	Description
Scenario Name and Description	*No statistical data is currently available.*
Manage Required Resource Types	*No statistical data is currently available.*
Manage Facility Groups	*No statistical data is currently available.*
Staff Resource Requirements	*No statistical data is currently available.*
Staff Pool Definitions	*No statistical data is currently available.*
Shift Templates	*No statistical data is currently available.*
Scenario Shifts	*No statistical data is currently available.*

Deploy Scenario as Event

List Scenarios | Create Another Scenario

Conclusion

Completion of the wizard marks the conclusion of this Sahana Mayon training component. We hope you have enjoyed your introduction to this software and will follow its development in the future. What you saw here was only a small inkling of the capabilities of this software.

Mayon is still in the experimental stages of its development, but interested parties are encouraged to follow development on our website at http://mayon.sahanafoundation.org/ or our blog at http://blog.agasti.org/

Phase II: Sahana Vesuvius

People Locator

Presenter:
Greg Miernicki
miernickig@mail.nih.gov

http://pl.nlm.nih.gov/

INTRODUCTION

Goals

- In this simulation we will be using the NLM "People Locator" instance of Sahana Vesuvius to:
- Report a missing person using the Report a Person (RAP) Module
- Report a person using the TriagePic application
- Search for reported people

Sahana Vesuvius

Saahana Vesuvius is a branch of the original Sahana PHP product being developed further primarily by the US National Library of Medicine (NLM). It is mainly concerned with disaster preparedness and response in these areas:

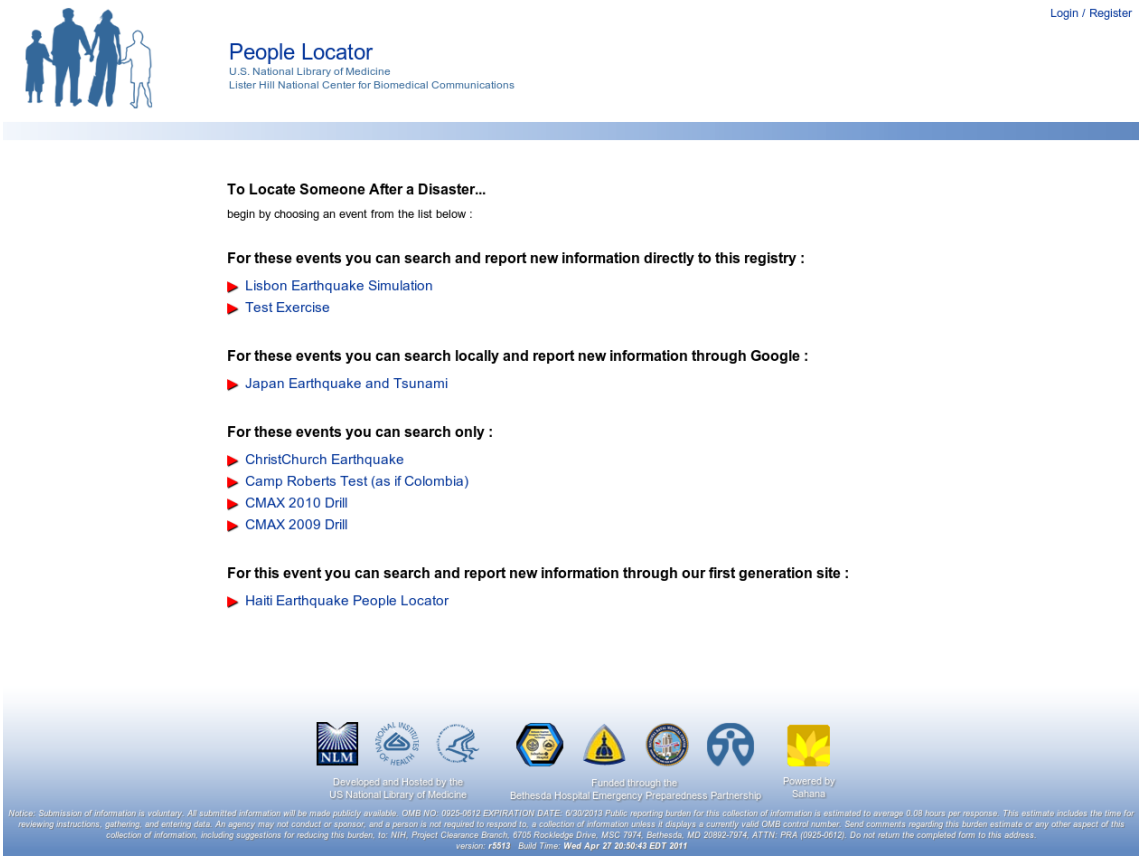
- Contributing to family reunification by reporting and search
- Assisting with hospital triage, including photo capture and data interchange.

Underpinning these areas are efforts to:

- Develop mobile apps
- Improve administrative capabilities
- Build a robust code base.

INSTRUCTIONS: EVENT MANAGER

The home module displays all events currently managed on the site.



The Event Manager is the back-end equivalent of the home module which allows event management

People Locator
U.S. National Library of Medicine
Lister Hill National Center for Biomedical Communications

My Settings | Logout

- Search for a Person
- Report a Person
- People I'm Tracking
- Resources
- TriagePic
- My Settings
- Hospital Administration
- Administration
- **Event Manager**
- Outbound Email
- PL User Services
- Internal Resources
- Home

Loading Events...
Found **7** event(s).

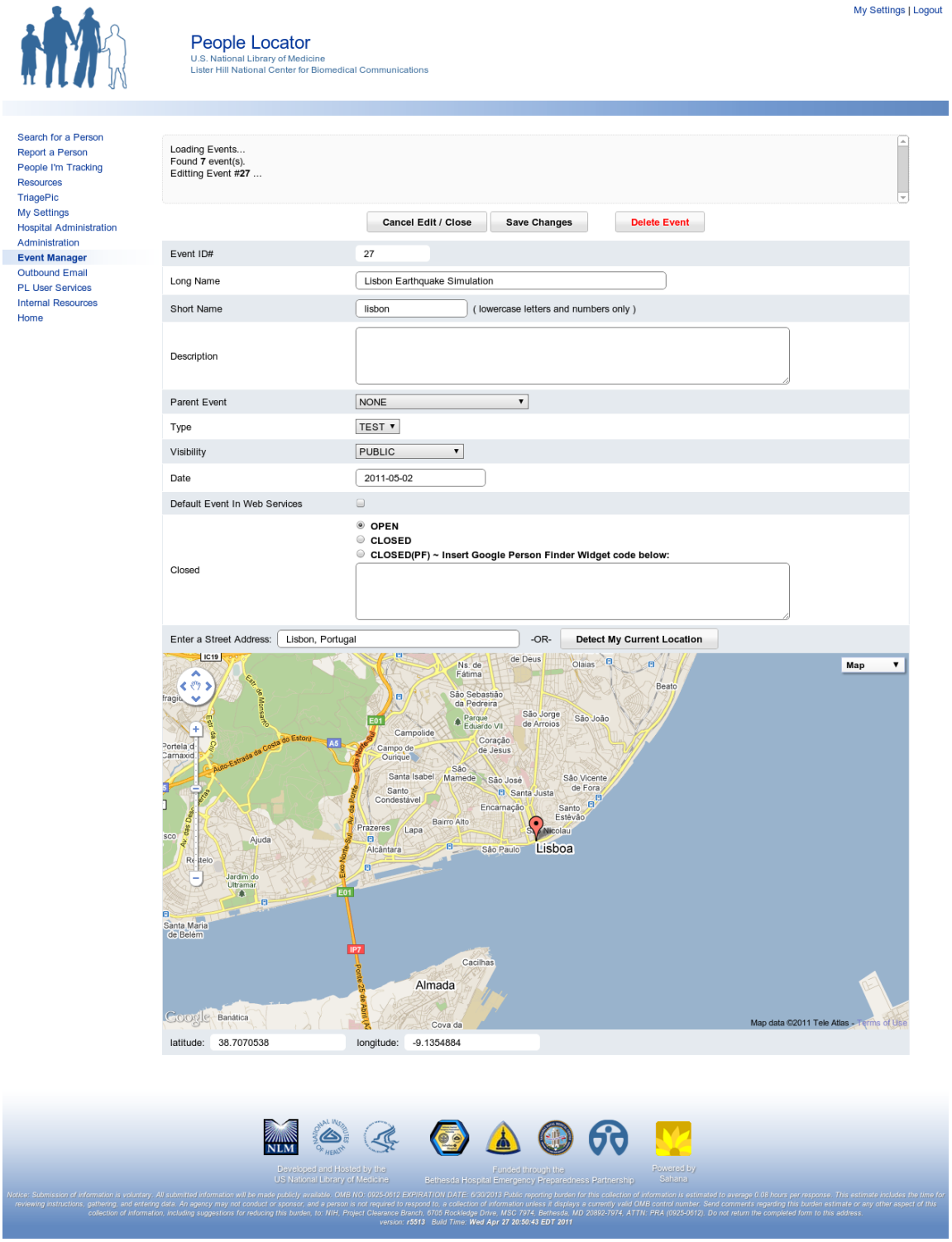
Create a new Disaster / Incident / Event | Help

Event	Name	Short Name	Type	Default	Visibility	Open	Edit
▶ **Disaster**	Lisbon Earthquake Simulation	lisbon	TEST	-	PUBLIC	OPEN	Edit
▶ **Disaster**	Japan Earthquake and Tsunami	sendai2011	REAL	-	PUBLIC	CLOSED(PF)	Edit
▶ **Disaster**	ChristChurch Earthquake	christchurch	REAL	-	PUBLIC	CLOSED	Edit
▶ **Disaster**	Camp Roberts Test (as if Colombia)	colombia2011	TEST	-	PUBLIC	CLOSED	Edit
▶ **Disaster**	CMAX 2010 Drill	cmax2010	TEST	-	PUBLIC	CLOSED	Edit
▶ **Disaster**	CMAX 2009 Drill	cmax2009	TEST	-	PUBLIC	CLOSED	Edit
▶ **Disaster**	Test Exercise	test	TEST	DEFAULT	PUBLIC	OPEN	Edit

Developed and Hosted by the US National Library of Medicine
Funded through the Bethesda Hospital Emergency Preparedness Partnership
Powered by Sahana

Notice: Submission of information is voluntary. All submitted information will be made publicly available. OMB NO: 0925-0612 EXPIRATION DATE: 6/30/2013 Public reporting burden for this collection of information is estimated to average 0.08 hours per response. This estimate includes the time for reviewing instructions, gathering, and entering data. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0612). Do not return the completed form to this address.
version: **r5513** Build Time: **Wed Apr 27 20:50:43 EDT 2011**

A single event and its associated properties



INSTRUCTIONS: REPORTING AND SEARCHING FOR PEOPLE

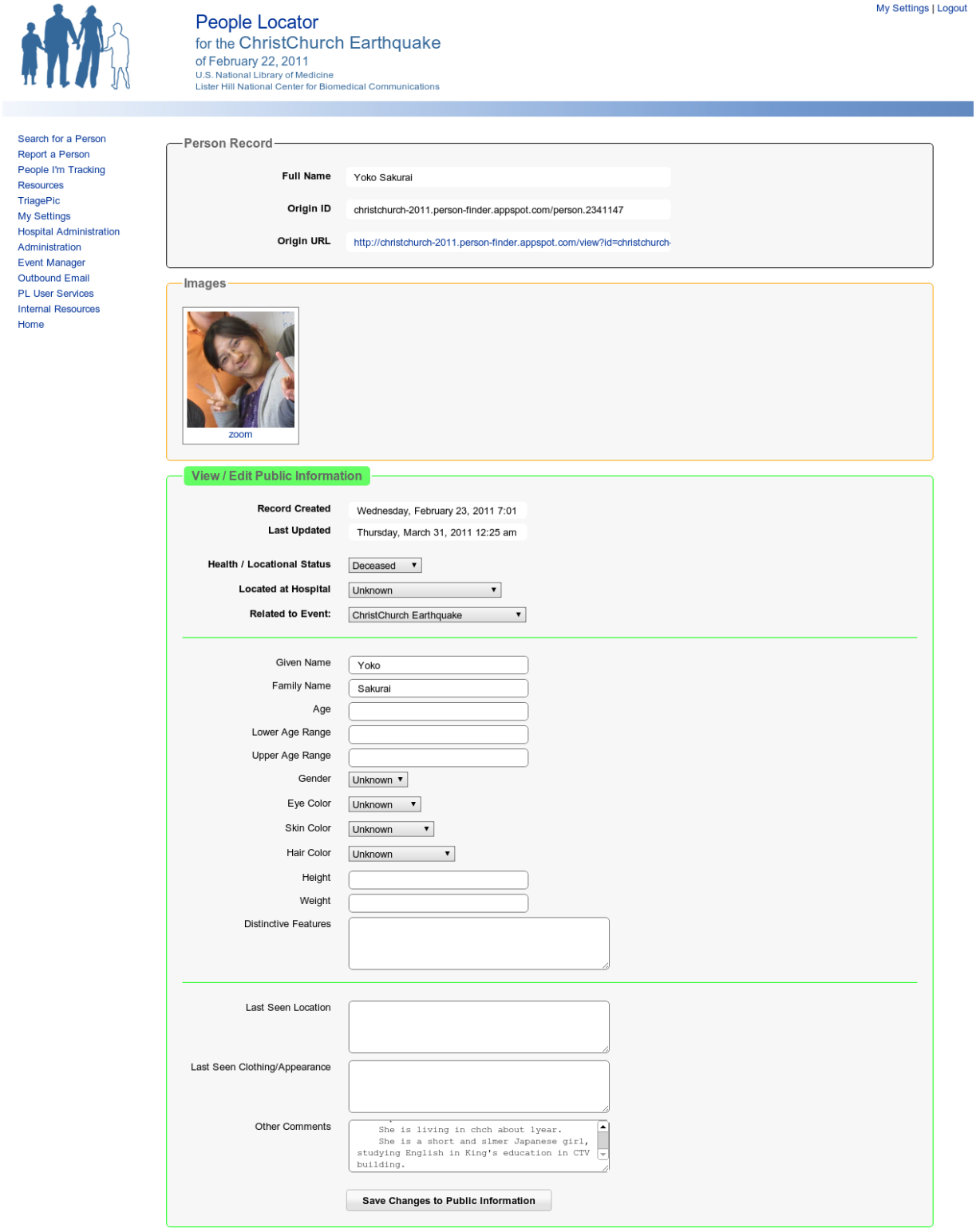
Introduction to the five conduits of person records into Vesuvius

1. Report a Person (RAP) Module

Capturing a new person record via RAP

2. Full Person Record and Edits

Full person records can be revised have a variety of security settings and characteristics.



View / Edit Private Information

Address: Chch,

Zip/Postal Code:

Home Phone Number:

Cell/Mobile Phone Number:

Email Address:

Race: Unknown

Religion: Unknown

Save Changes to Private Information

Revisions to this Record

No revisions to this record.

Follow

To receive email alerts when this record is updated with new information, you can elect to follow this person. You will only receive an email when the reporter or staff change any of the information in this person's record or when a user of the site leaves a note on this page.

Click here to begin following this person's record via email

Be aware that at any time you may visit your User Preferences page to manage which people you are following.

Share

Please use any of following methods to share this person's record with others:

Short URL to this page:

http://goo.gl/qj8qO

Send this page to a mobile device:

Notes

Add a note of your own...

Save Note

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Funded through the Bethesda Hospital Emergency Preparedness Partnership

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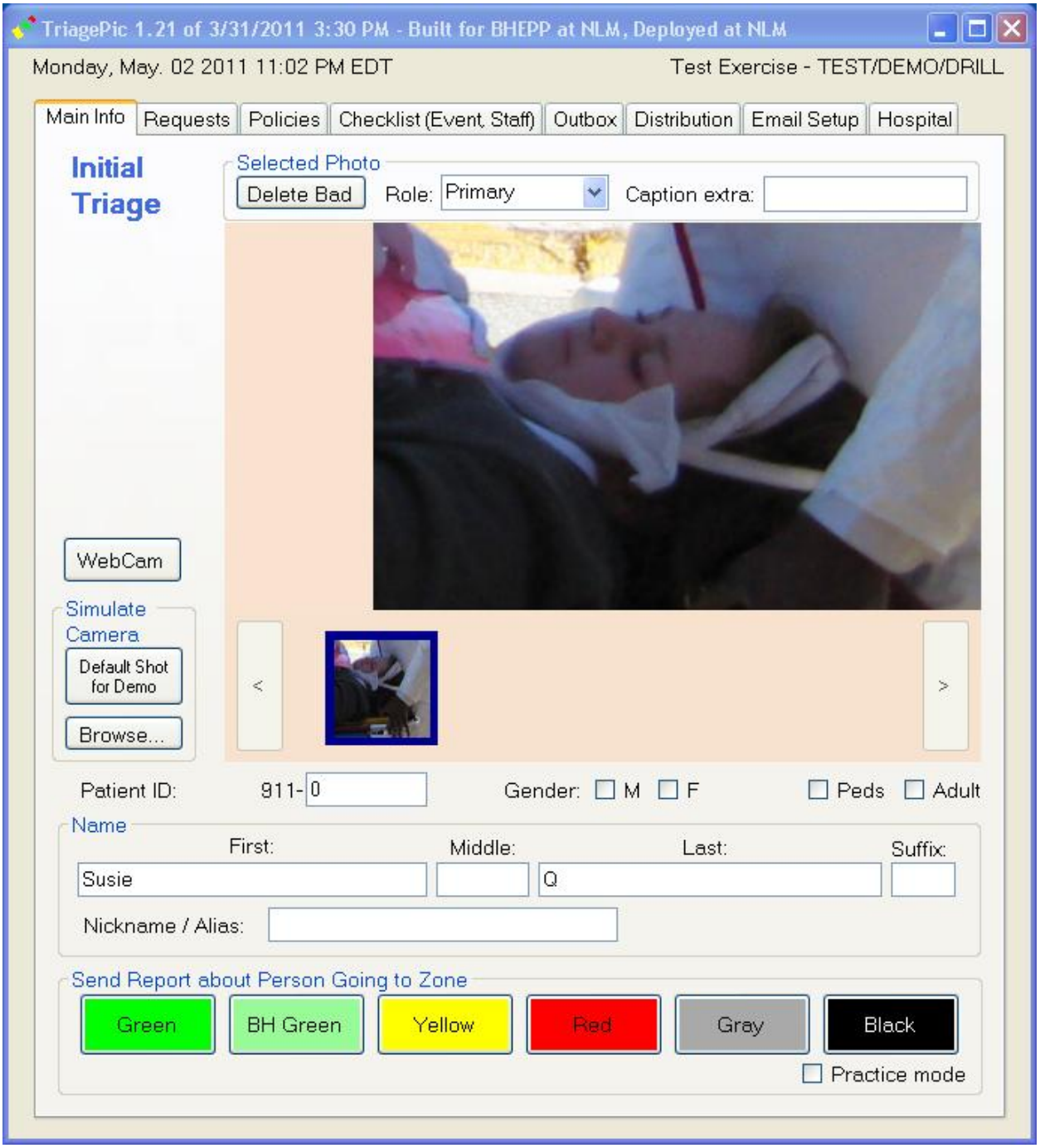
version: r5513 Build Time: Wed Apr 27 20:50:43 EDT 2011

3. TriagePic[1]

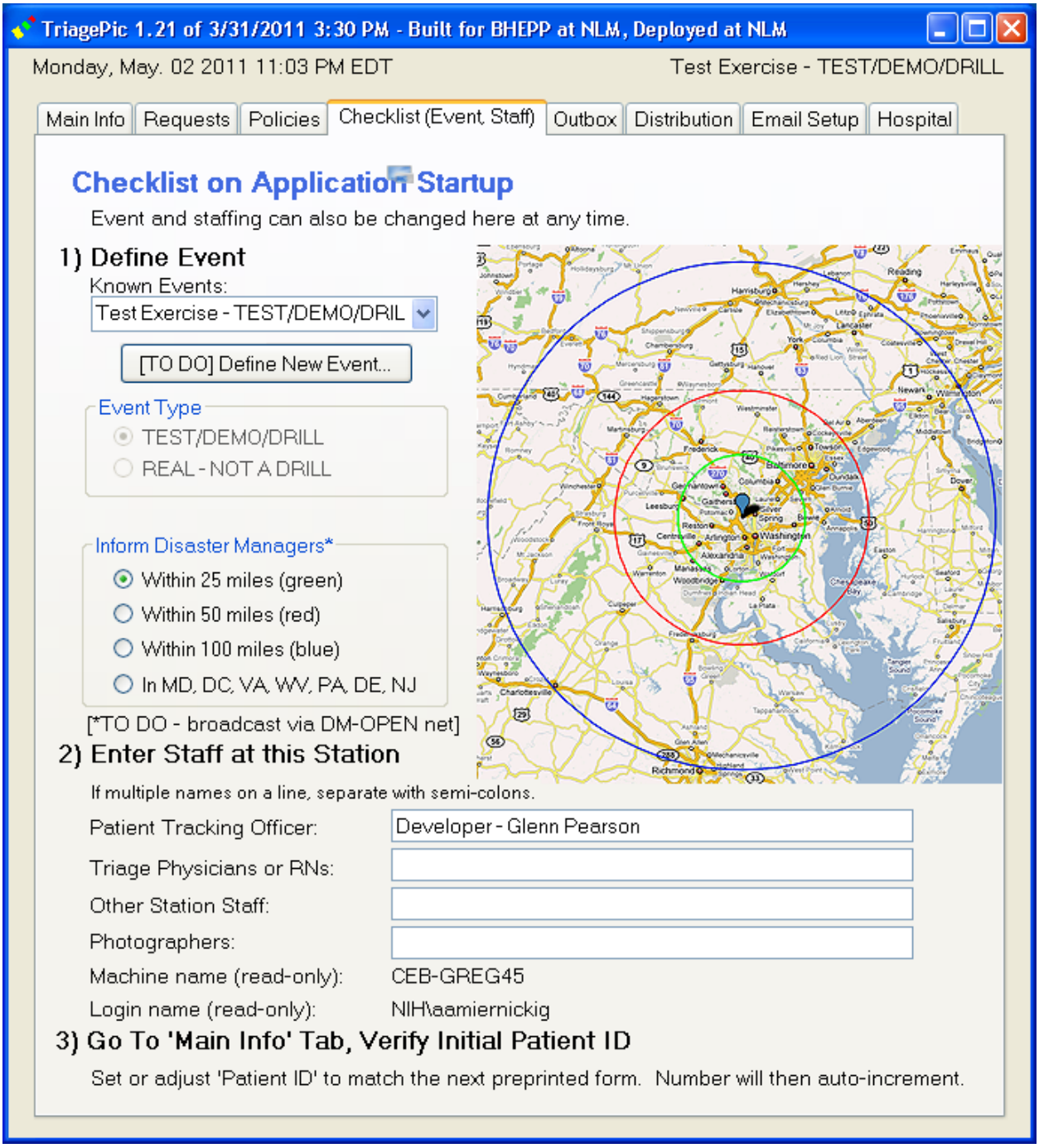
Overview of the application and how to report a person

TriagePic being used to report a person

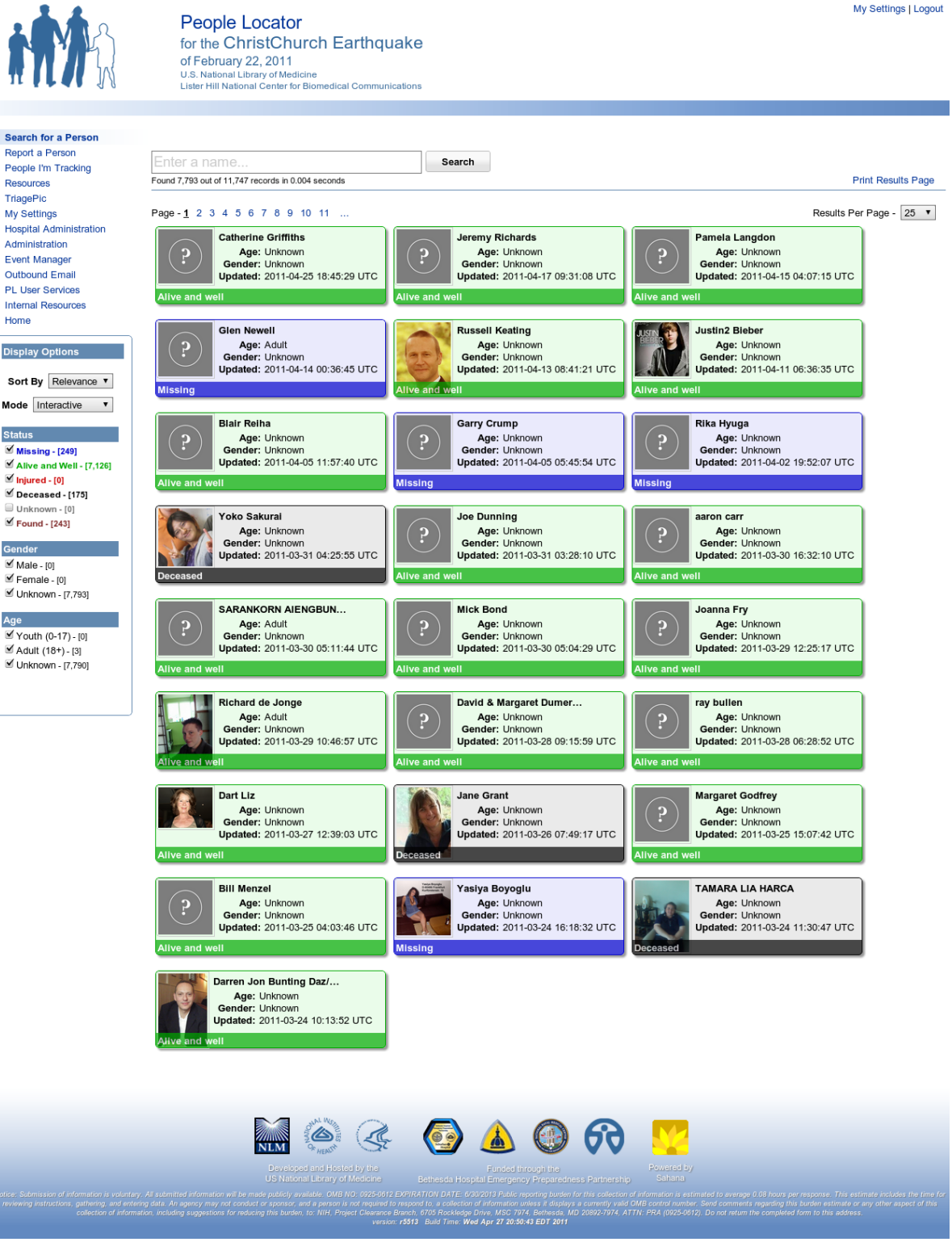


[1] TriagePic is a product of the U.S. National Library of Medicine

TriagePic is configured via web services.



4. Searching for a Person



5. Report a Person via Email

People can be reported persons via standard email

Email Subject: FirstName LastName STATUS

+ Image Attachment

See https://pl.nlm.nih.gov/iscram for more information about the data dictionary

ADDITIONAL VESUVIUS FUNCTIONALITY

ReUnite[2]

An iPod / iPad / iPhone application for reporting persons

[2] ReUnite is a product of the U.S. National Library of Medicine

Person Finder Interchange Format (PFIF) Repository Interoperability

The PFIF data standard can be used to share data with other missing person sites, such as Google's Person Finder.

Phase III:
Sahana Eden

Request and Inventory Management

Presenter:
Michael Howden
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http://camp.eden.sahanafoundation.org/

INTRODUCTION

Goals

In this simulation you are responsible to manage a site during an emergency. You will have to:

1. Make a Request for items which you require.
2. Receive a shipment of items which have been sent to you.
3. Make a Commitment for Items Requested from other sites.
4. Send a shipment of items.

Sahana Eden

Sahana Eden is an Open Source Humanitarian Platform which can be used to provide solutions for Disaster Management, Development, and Environmental Management sectors.

Sahana Eden contains the following applications:

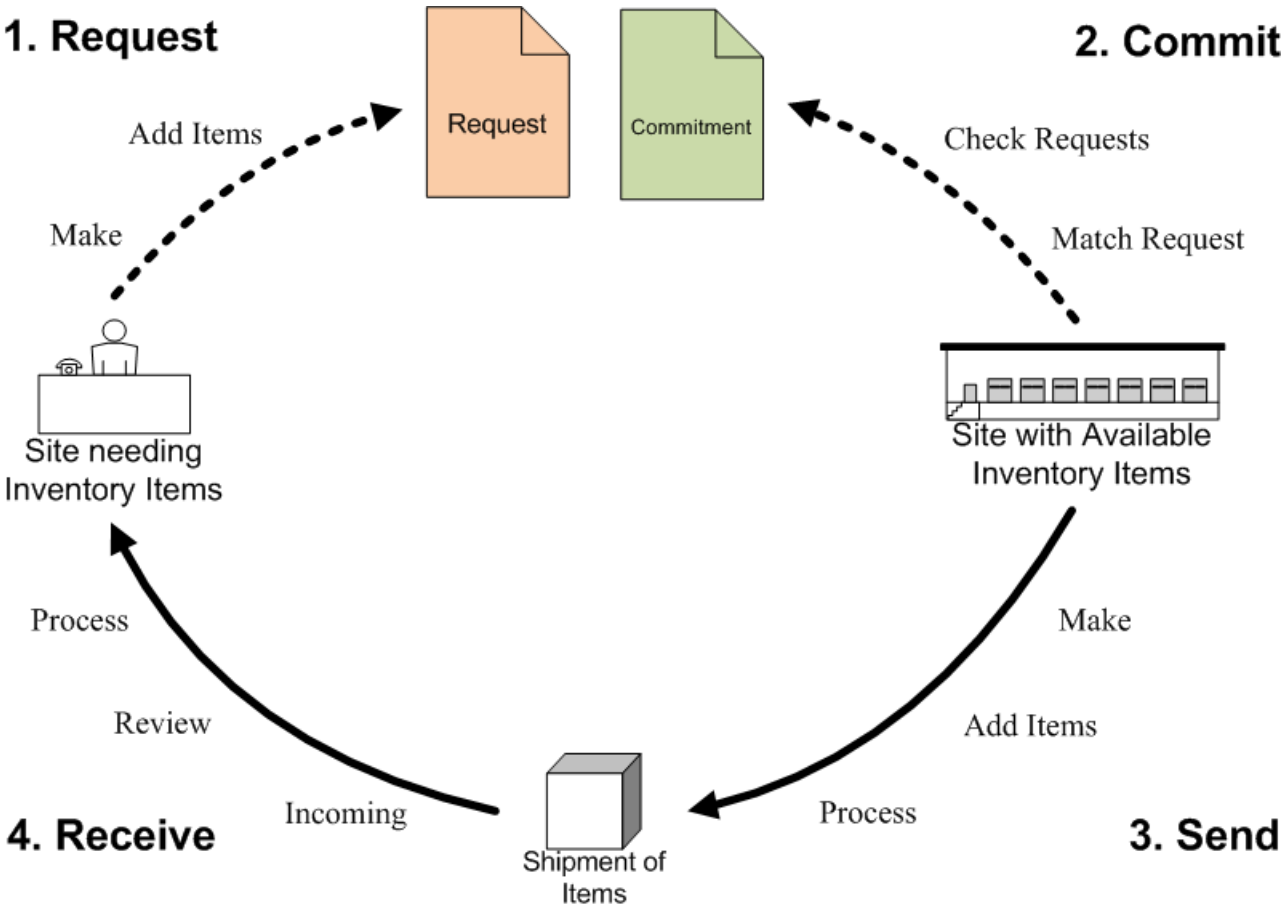
- **Requests Management** - Tracks requests for items and assistance and matches them against sources
- **Inventory Management** - Receive, Send and Manage Items in Inventories
- **Volunteer Management** - Manage volunteers by capturing their skills, availability and allocation.
- **Missing Persons Registry** - Report and Search for Missing Persons.
- **Disaster Victim Identification**.
- **Shelter Registry** - Tracks the location, distibution, capacity and breakdown of victims in Shelters.
- **Hospital Management System** - Hospitals can share information on resources & needs.
- **Organization Registry** - "Who is doing What & Where". Allows relief agencies to coordinate their activities.
- **Ticketing** - Master Message Log to process incoming reports & requests.
- **Delphi Decision Maker** - Supports the decision making of large groups of Experts.
- **Mapping** - Situation Awareness & Geospatial Analysis.
- **Document Library** - A library of digital resources, such as Photos & Office documents.

The Sahana Eden branch was developed in Python and has focused on providing a reusable framework to support Rapid Application Development (RAD) of new functionality which can be integrated into existing applications. The framework contains support for:

- **Mapping** - Real Time Situational Awareness of all Geographic Information
- **Authorisation** – Flexible Priviledges by Application, User, Organisation and Site.
- **Messaging** – SMS, Email, IM
- **Data Import/Export -** Excel, PDF, XML, JSON, KML, PFIF, EDXL & Customisable with XSL

Inventory and Request Management Overview

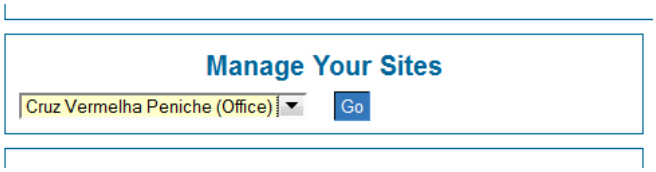
In an emergency one of the challenges is to match the needs for items from various sites who are responding to an emergency with the supply of items from pre-positioned, central and donated supplies. Sahana Eden's Inventory and Request Management applications do this by allowing sites, such as Offices, Hospitals and Shelters manage their current inventories, make requests and commitments and send and receive shipments.



INSTRUCTIONS: MAKE A REQUEST FOR ITEMS

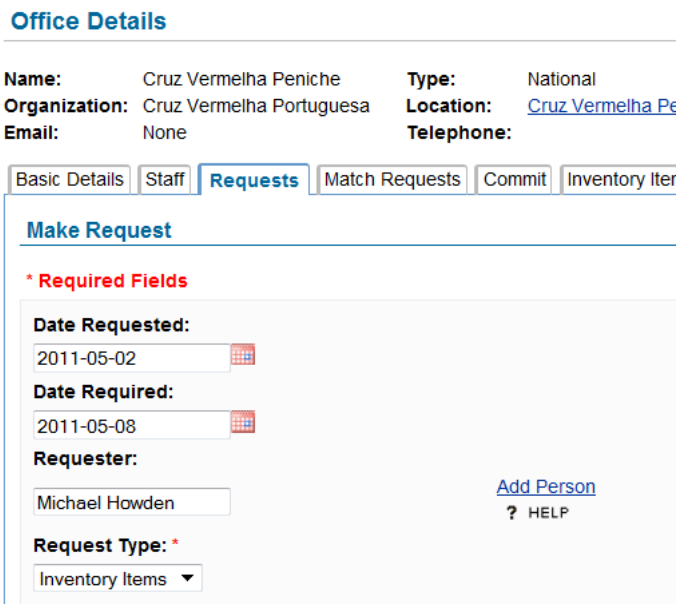
1. Go to Site

From the homepage, go to a site you want to make a request for. You will only be able to make requests for sites where you have been added as a staff, giving you priviledges.



2. Make a New Request

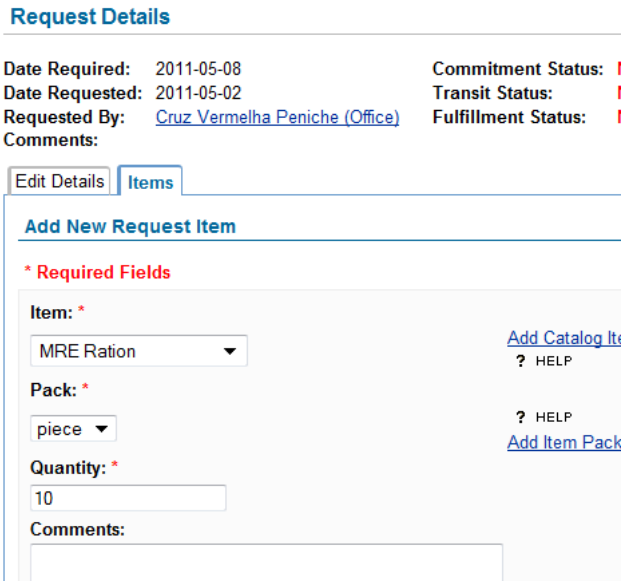
Click on the *Requests* tab and enter the request details.



3. Add Items to Request

Add the Items which are being requested.

Packs of items can be set and the total quantity is automatically calculated.

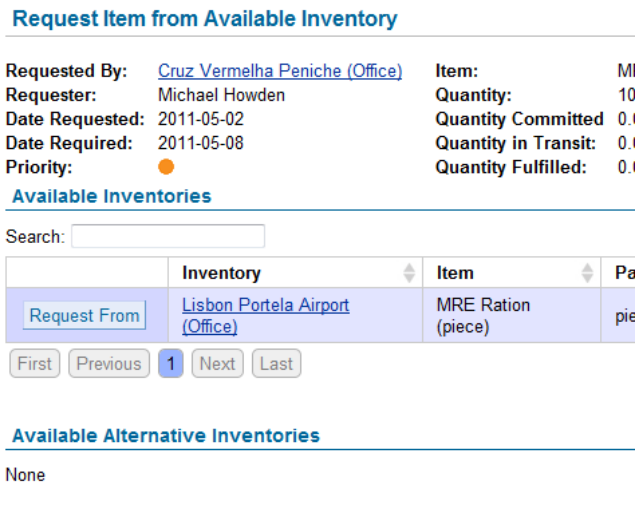


4. Request Items from Available Inventory

This screen shows you which Inventories have the items which you have requested in stock.

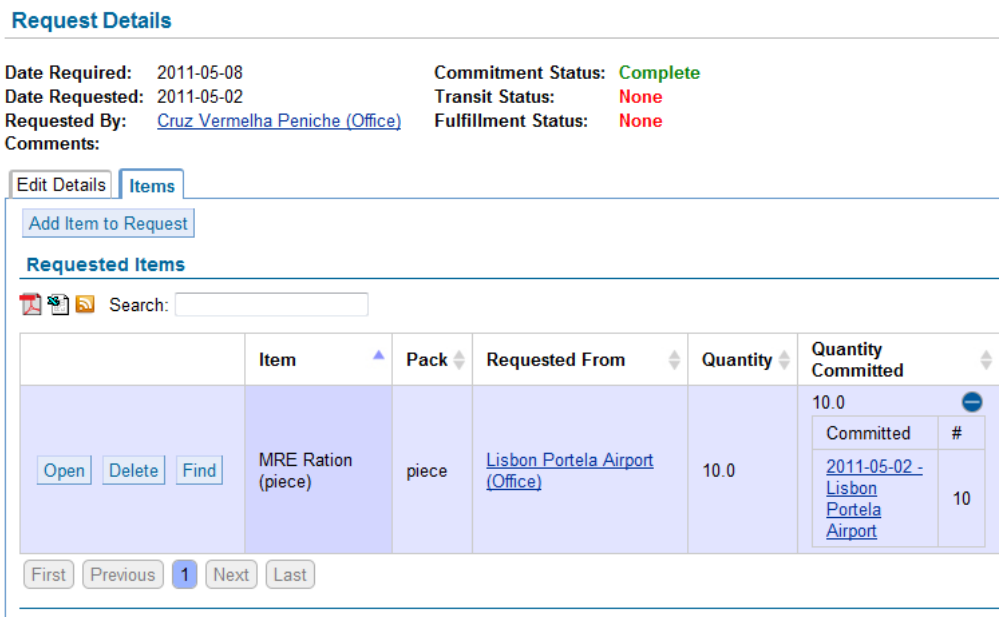
Click *Request From* to request the items from a specific Inventory.

Alternative Items can be set to search for items which can be used in place of the original item, eg. "Pasta" as an alternative to "Rice".



5. Review Request Status

This screen allows you to monitor a Request.



There are 3 types of status of the entire request and quantities of the requested items:

Commit - This represents the commitments which have been to meet this request. This is simply a promise or a pledge and does not represent any action to meet the request. Expanding the *Quantity Committed* will show links to the individual Commitments.

Transit - This represents that resource have been sent (but have not yet arrived) to meet the request. Expanding the *Quantity in Transit* will show links to the individual Shipments Sent.

Fulfil - This represents that resource have arrived which meet the request. Once all of the resources in a request have been fulfilled, it can be considered to be closed. Expanding the *Quantity Fulfilled* will show links to the individual Shipments Received.

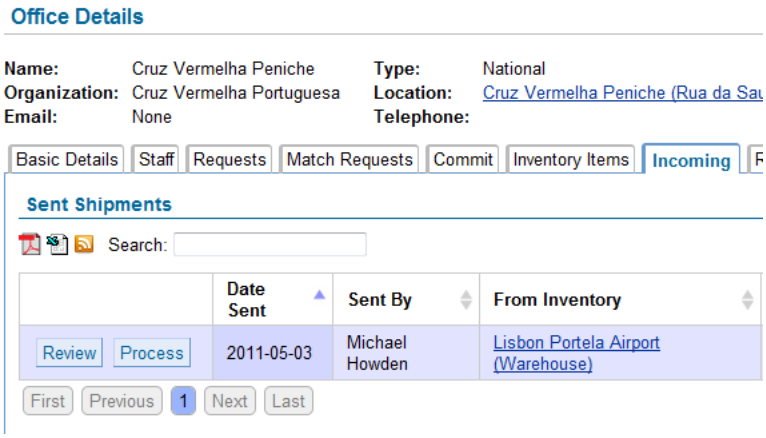
INSTRUCTIONS: RECEIVE A SHIPMENT OF ITEMS

1. Select Incoming Shipment

This screen shows a list of all shipments which have been sent to this site.

Review will allow you to review the items and details of the Incoming Shipment.

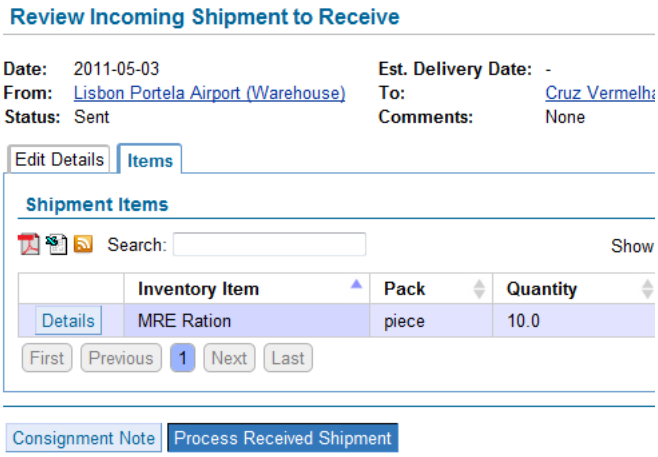
Process will make a new Received Shipment to process.



2. Review Incoming Shipment

This screen shows the details of Shipment which was sent to this site.

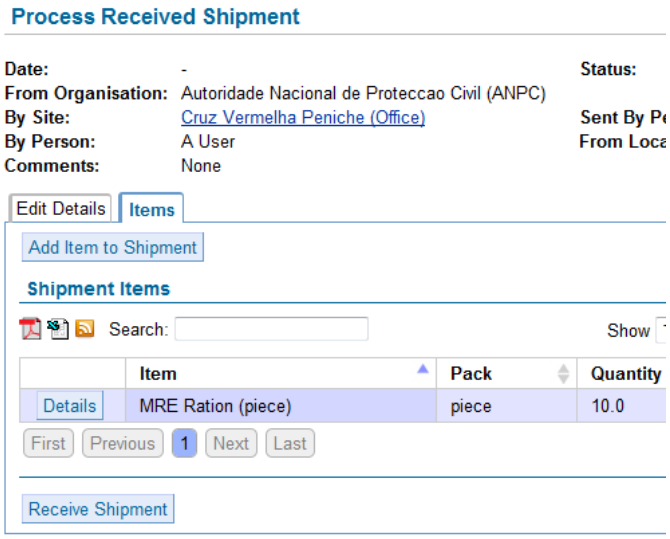
Process Received Shipment will make a new Received Shipment to process.



3. Process Received Shipment

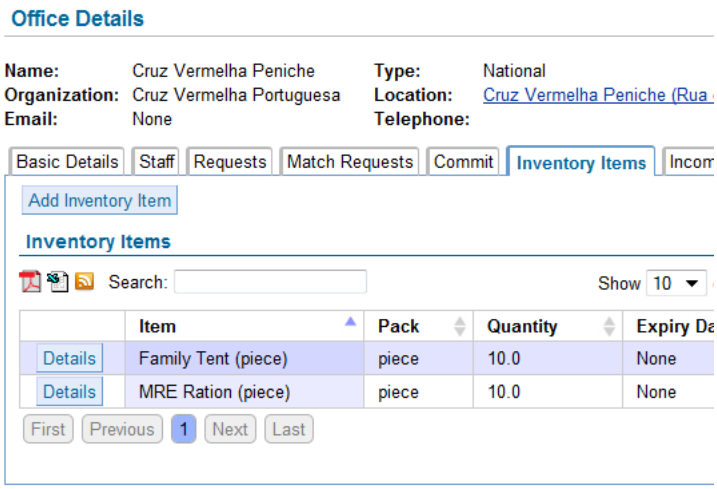
This screen shows the Shipment before it is received into the Site's Inventory. Items can be added and edited in the Shipment.

Click *Receive Shipment* to send the items from the Site's Inventory. Once a Shipment is sent, it cannot be edited to preserve the audit trail.



4. Inventory Items

This screen shows the total number of items in the Site's Inventory and is adjusted when items are sent and received.



INSTRUCTIONS: MAKE A COMMITMENT FOR REQUESTED ITEMS

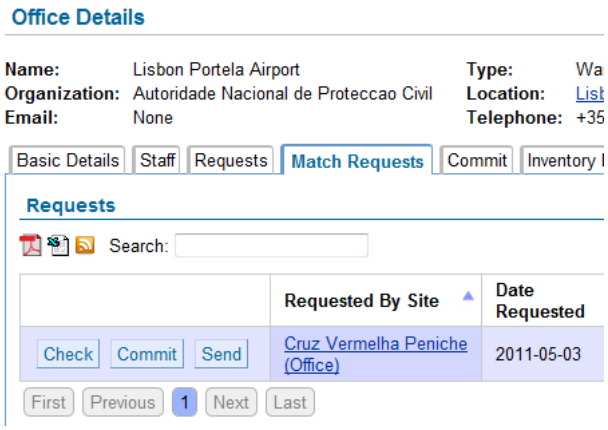
1. Match Request

Click on the *Match Requests* tab to see a list of all outstanding requests.

Check allows you to check if your site can match this request.

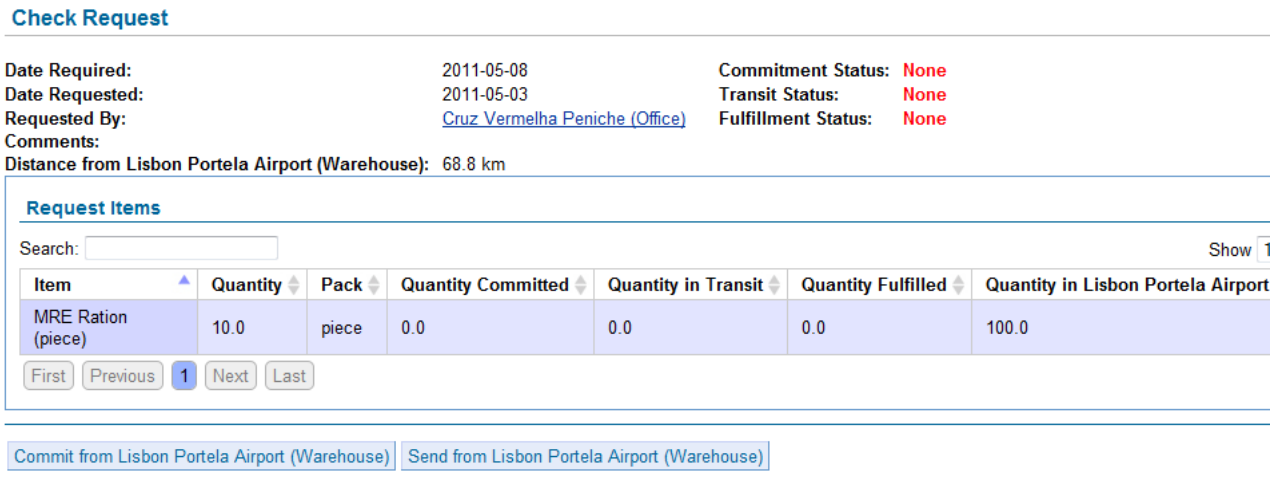
Commit make a commitment for this request.

Send make a shipment to send for this request.



2. Check Request

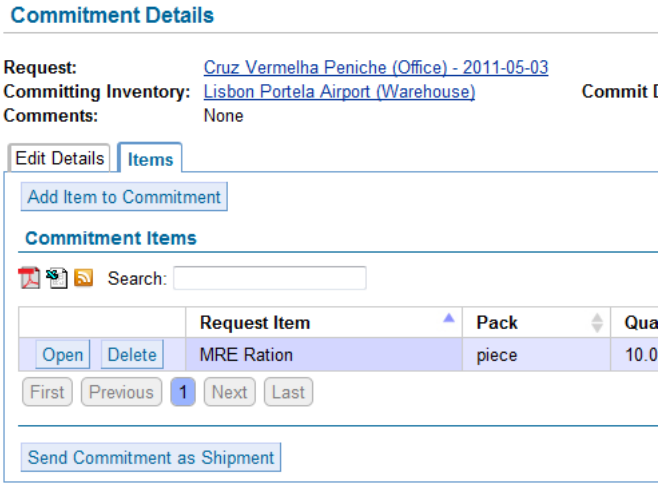
This screen shows you the current status of the requested items and the quantity which are available at your site. From this screen you are able to create a commitment or a shipment to send for this request.



3. Commitment

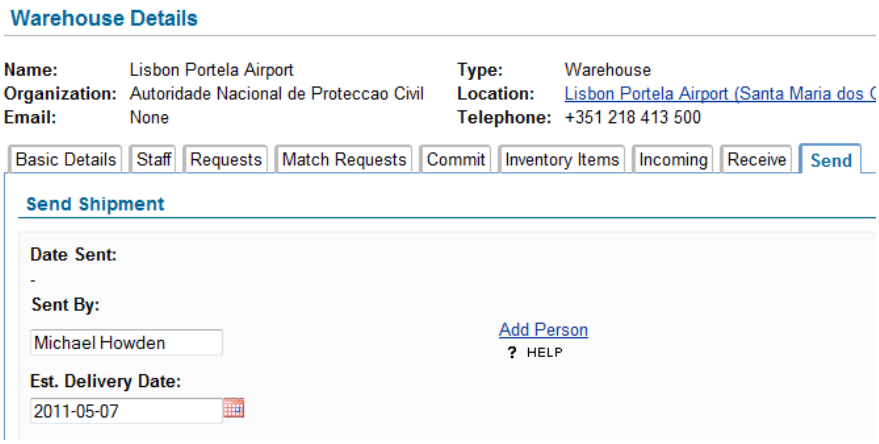
If you have made a Commitment automatically from the request you can review the details on this screen.

Commitments can also be added from the *Commit* tab and have items added manually on this screen.



INSTRUCTIONS: SEND A SHIPMENT OF ITEMS

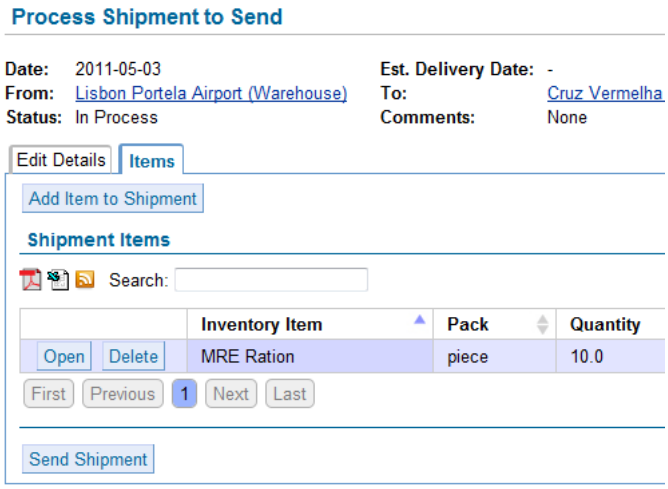
1.Make a New Shipment



Click on the *Send* tab and enter the details for the Shipments to Send and then add items.

You can skip this screen by making Shipment to Sends automatically from the Request or Commitment

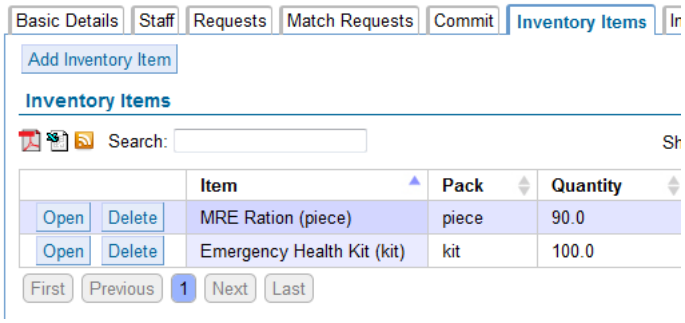
2. Process Shipment to Send



This screen shows the Shipment before it is sent from the Site's Inventory. Items can be added and edited in the Shipment.

Click *Send Shipment* to send the items from the Site's Inventory. Once a Shipment is sent, it cannot be edited to preserve the audit trail.

3. Inventory Items



This screen shows the total number of items in the Site's Inventory and is adjusted when items are sent and received.