# Mock Mass Casualty Event Dashboard

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v.1.0

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# 1) Welcome:

## Overview

Hello! Welcome to the Mock Mass Casualty Event Management system. This guide will walk you through the login process, user roles, and how to interact with the system based on your access level. Your access level will be assigned to you based on your Okta profile, so no need to worry about remembering any passwords!

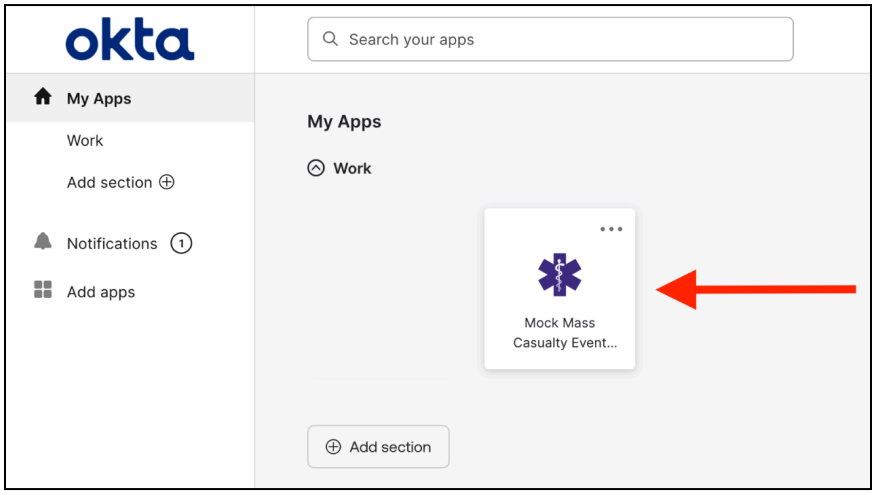
## Purpose:

The purpose of this application is to assist the Carroll College Nursing Department with running their Mock Mass Casualty Event by providing them an easy-to-use, visual interface for setting up Events, triaging patients, and ensuring the Event is properly done.

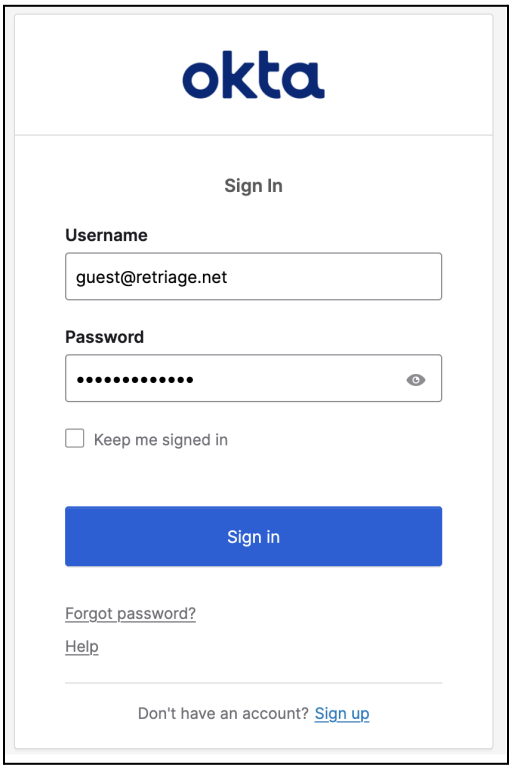
# 2) Getting Started:

## Logging in via Okta

1. Everyone will need to log into their Carroll Okta account to be able to access the homepage. First, simply navigate to the tile on your Okta:




2. Click it, and log in with your standard Carroll credentials:



# 3) Understanding User Roles:

Once you log in, depending on your Okta profile with Carroll, you will be assigned one of three possible roles: Nurse, Director, and Guest.  If you are not a student who is part of the nursing classes that will work in the Event, or not a professor associated with nursing, you will be able to access the page, however apart from watching, you won't be able to do anything else.

Both the Nurse and Director interact with the application in different ways. At a high level:

## Nurse Role:

A Nurse acts as the intermediary between a patient and treatment. As the Hospital staff, a Nurse is responsible for direct patient management within an active Event, including creation, updates, movement, and discharge. Specific tasks for the Nurse are detailed in Section 5.

## Director Role:

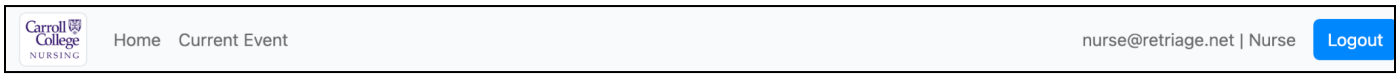
A Director role acts as the Event Organizer or Hospital Manager for simulations. A Director has full patient management capabilities like a Nurse, but is also responsible for creating, configuring, and managing the overall simulation Events. Specific tasks for the Director are detailed in Section 6

# 4) Navigation and Interface

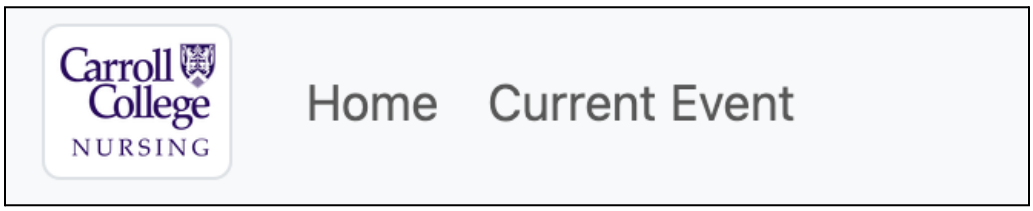
This section covers the common navigation elements you'll use to move about the application and view Event information

## 4.1) The Header:

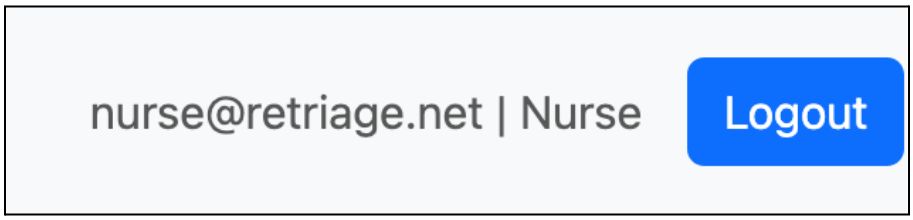
Present across the top of the application, the header provides key information and navigation controls.




To return to the Home page at any time, click on the "Home" button. Clicking on "Current Event" takes you to the current Events page where any running Event is displayed.

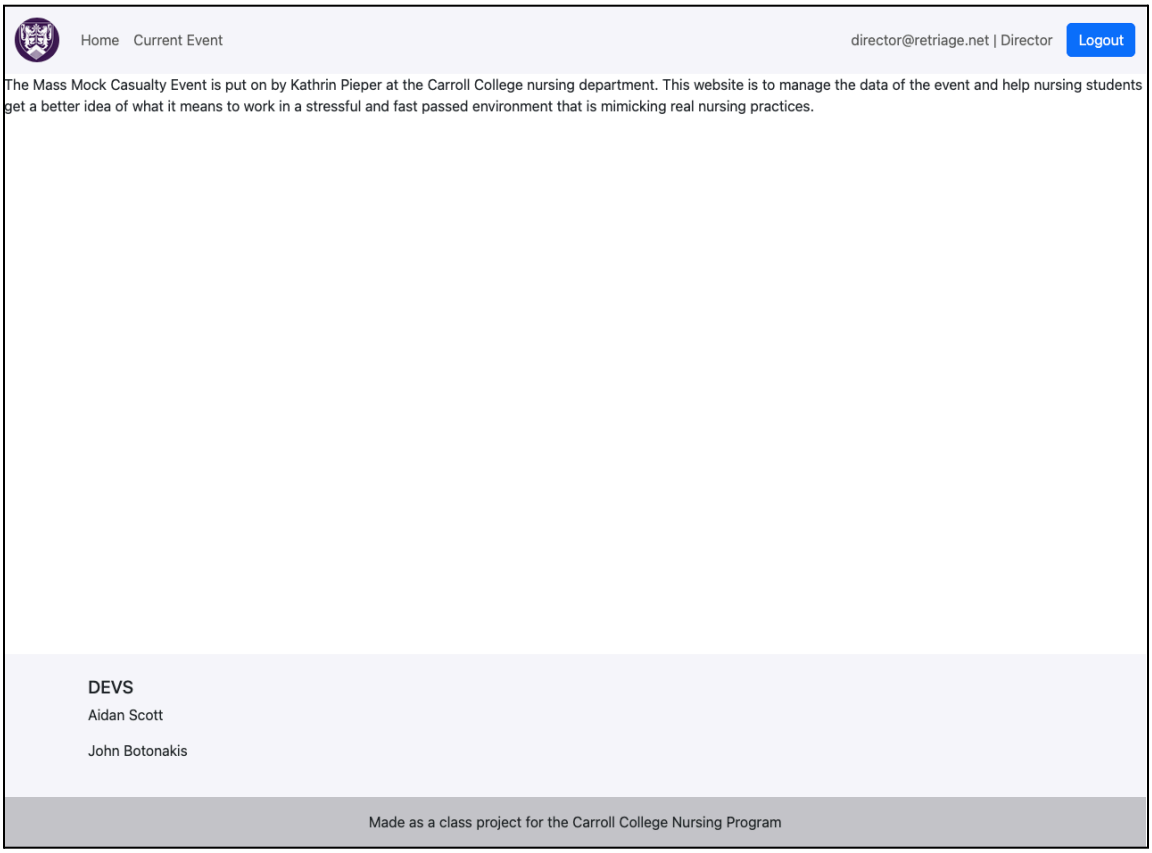



On the right hand side, you'll see your logged-in email, your assigned role, and a "Logout" button.



## 4.2) The Home Page:

When you first log in, you'll hit the Home page, which provides a brief overview of the application's purpose:

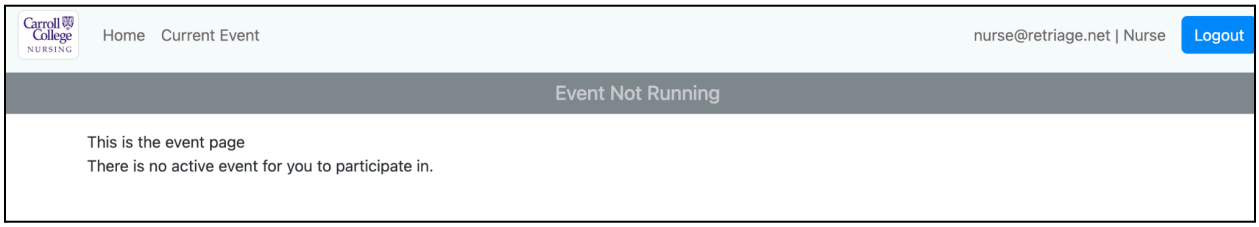


## 4.3) The Current Event Page:

Clicking on Current Event in the header takes you to the main Event area. What you see here, depends on whether an Event is running and your current Role:

### When No Event is Running:

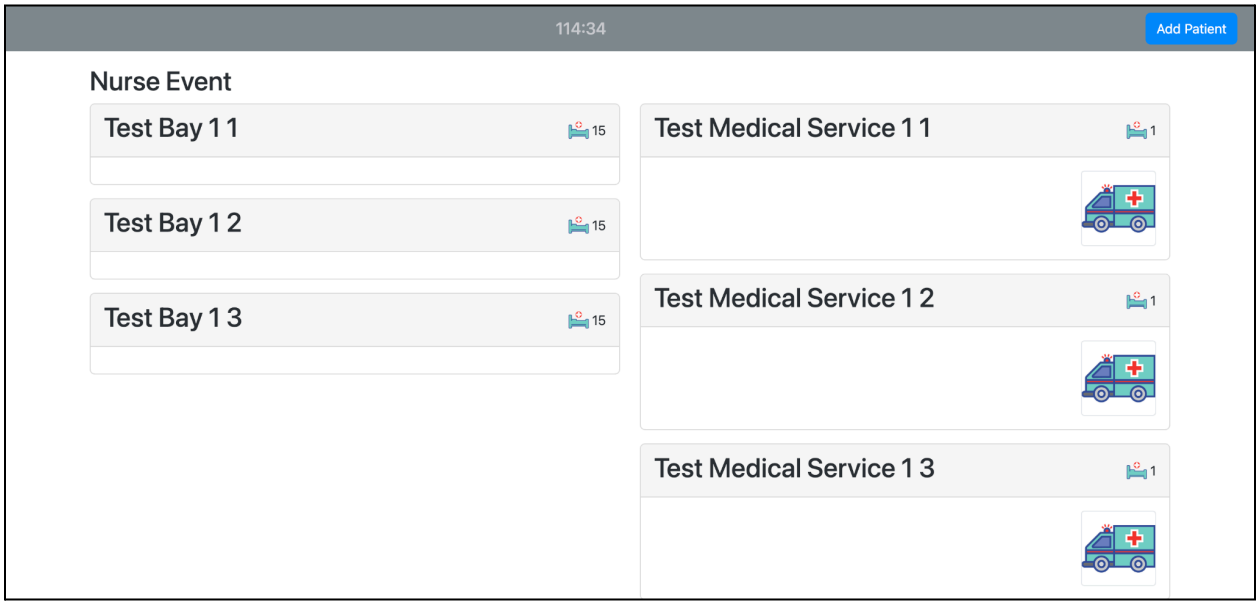
**Nurses & Guests**: You will typically see a message stating there is no active Event




**Directors**: You will see the same message, but you will additionally have a "Create Event" button in the upper right corner. This button is unique to the Director role, as is the "Toggle Event Section" on the opposite corner.

### When an Event *IS* Running:

All roles will be able to view the ongoing Event details (This view will be covered more in depth below in the Core Tasks section for each role). Directors will still see management options not available to Nurses and Guests.

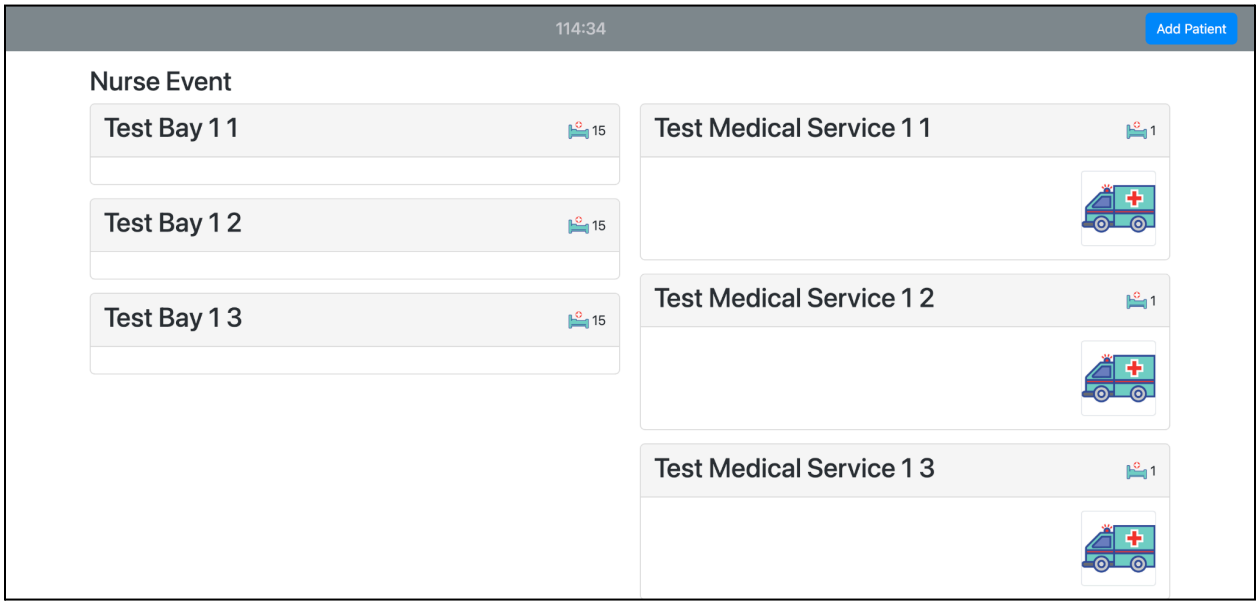


# 5) Core Tasks: Nurse

Once an Event is active and you have the Nurse role, you can perform several key tasks related to patient management.

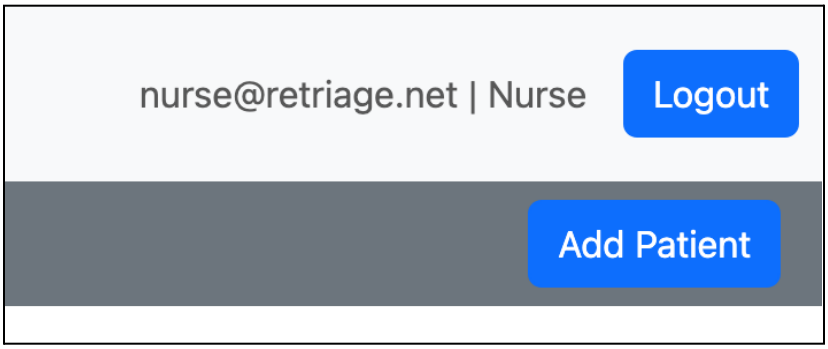
## 5.1) Joining / Viewing an Active Event:

1. Navigate to the “Current Event” page using the header button
2. If an Event is running, the page will display the Events layout

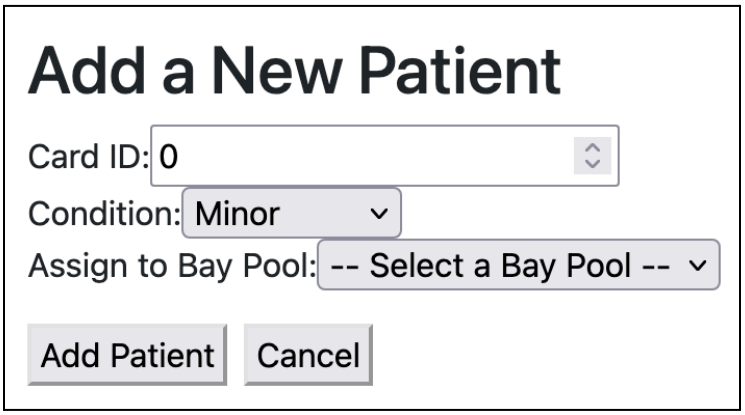


## 5.2) Creating a New Patient:

To create a new patient, locate the “Add Patient” button located underneath the “Logout” button in the top right corner




This will open a new pop-up window, that allows you to define patient attributes such as:




**Card ID**: This will be the primary identifier for your patient.
**Condition**: This is the current intake condition the patient presents with
**Assign to Bay Pool**: Here you can select which Bay (a type of holding area created by the Director) to send the patient to

Once your settings are locked in, selecting “Add Patient” will populate the selected Bay or Pool with a patient that has the set ID and condition.

## 5.3) Discharging a Patient:

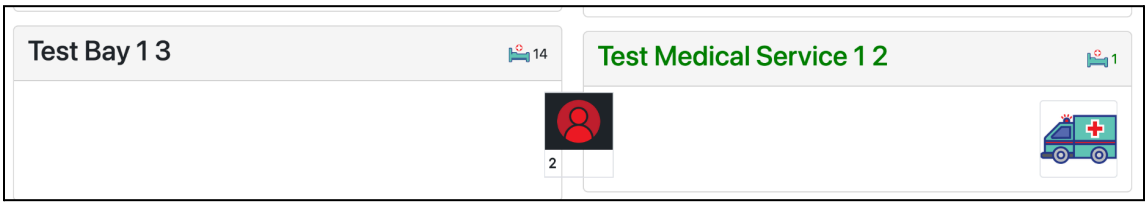
Navigate to the icon that has the specified Patient ID number, then simply right click to view your options:


**Delete**: Deletes the Patient from the simulation entirely

**Discharge**: Simulates a Patient being discharged from the hospital

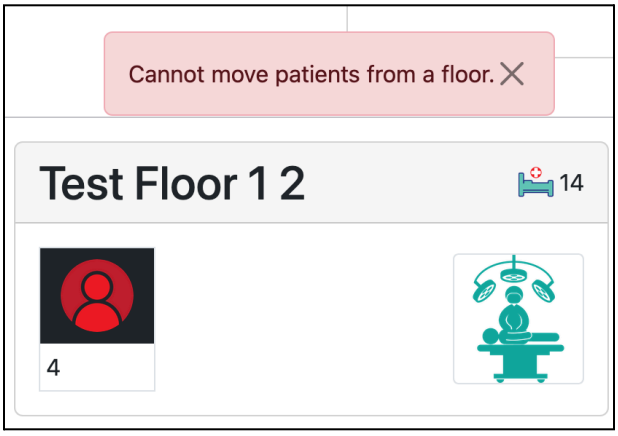
## 5.4) Moving a Patient:

To move a Patient from one place to another, such as from a Bay to a Service, simply click and drag the Patient icon into the new place, and release the mouse button.




If the Director has set up a service with the "Auto-Discharge" property enabled, the Patient will be **automatically discharged from the simulation entirely** once the service's process time is complete. They will disappear from the event view. If Auto-Discharge is not enabled for the service, you will need to manually move the Patient to another location (like a Bay or Floor) or manually discharge them after the service time has elapsed.

**NOTE**: If a patient is dragged from a Bay or Service onto a Floor, you will not be able to interact with them again.



# 6) Core Tasks: Director

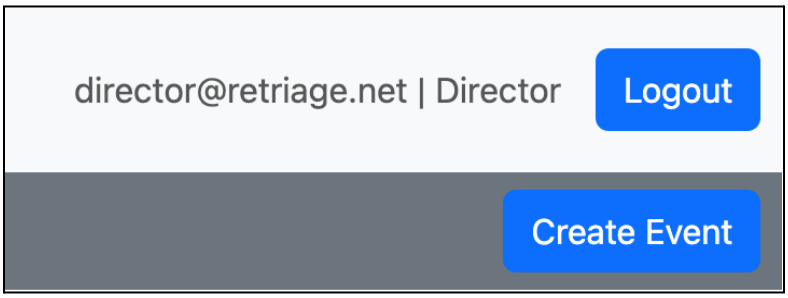
Directors have elevated permissions within the application. In addition to performing all available tasks as a Nurse (see Section 5), Directors are responsible for creating and managing the simulation Events themselves.

## 6.1) Creating a New Event

This is a core function unique to the Director Role. Here's how to setup a new Mock Mass Casualty Event:

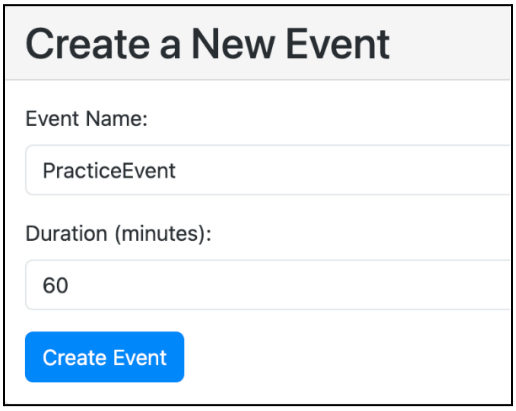
### 6.1.1) Starting an Event

1. From the main header, click "Current Event"
2. On the "Current Event" page, if no Event is running, click the "**Create Event**" button located in the upper right corner.



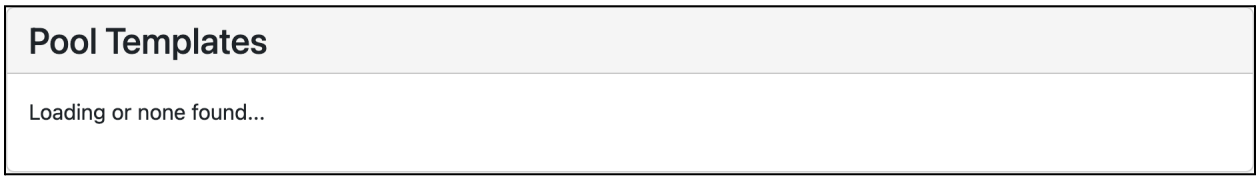

### 6.1.2) Defining Event Basics

1. A form titled "Create a New Event" will appear
2. Enter a unique **Event Name** for this simulation
3. Specify the total desired **Duration (minutes)** for the Event



### 6.1.3) Access Pool Template Configuration

1. You will now focus on the “Pool Templates” section, where you define the physical or functional areas of your Event. This section may be initially empty.

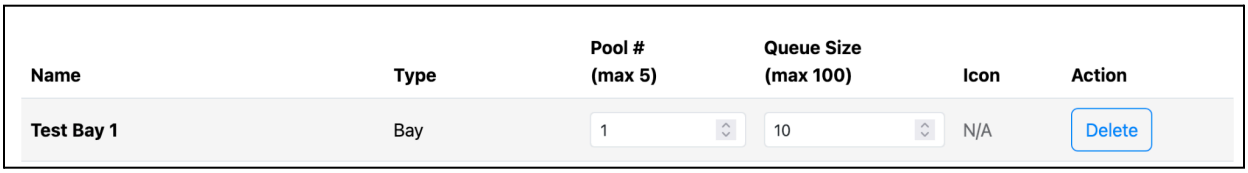



2. Specify which type of Pool you will make, by selecting from the list.

#### 6.1.3.1) Create Pool Template: Bay

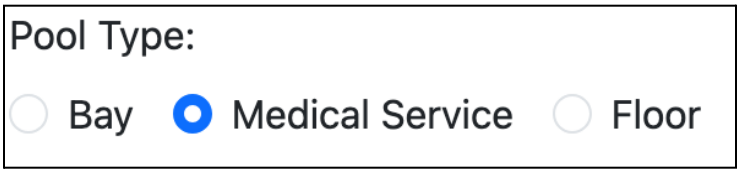
1. In the creation form, select **“Bay”** as the pool Type


2. Enter a descriptive **Pool Name** (e.g., "Triage Area", "Observation Bay 1"). Bays only require a name for initial creation.
3. Click **“Create Pool”**
4. The Bay will appear in the "Pool Templates" list. Now, configure the following for that Bay in the list:
    a. **Pool #:** Enter the number of identical bays of this type needed for this Event
    b. **Queue Size:** Enter the maximum number of patients this specific bay type can hold



#### 6.1.3.2) Create Pool Template: Medical Service

1. In the creation form, select **“Medical Service”** as the pool Type

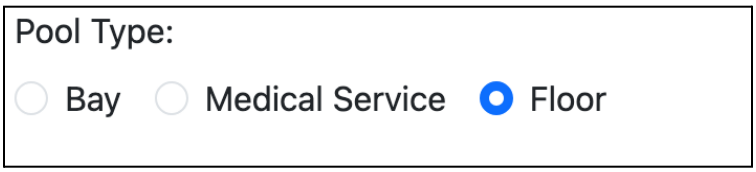



2. Enter a descriptive **Pool Name** (e.g., "MRI", "X-Ray", "Trauma Room").
3. Define the **Patient Process Time (minutes)**: Enter how long, in minutes, a patient typically occupies this service
4. Set **Auto Discharge:** Check this box if patients should be **automatically discharged from the simulation entirely** after the process time for this service is complete. Leave unchecked if a Nurse must manually move or discharge the patient after service completion.
5. Choose an **Image Selection:** Select an icon that visually represents the service.
6. Click **"Create Pool"**.
7. The Medical Service will appear in the "Pool Templates" list. Configure its **Pool #** and **Queue Size** in the list as needed.

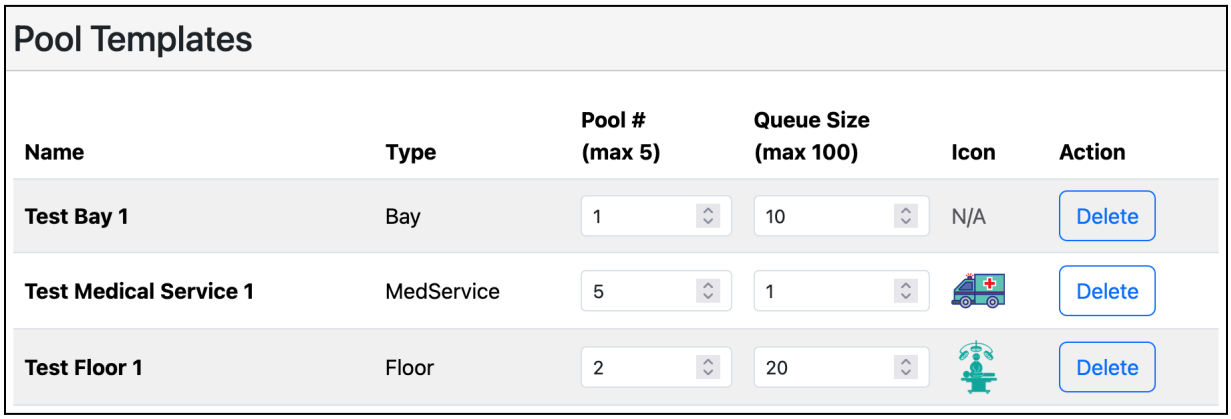
| Name | Type | Pool # (max 5) | Queue Size (max 100) | Icon | Action |
|---|---|---|---|---|---|
| **Test Bay 1** | Bay | 1 | 10 | N/A | Delete |
| **Test Medical Service 1** | MedService | 5 | 1 |  | Delete |

#### 6.1.3.3) Create Pool Template: Floor

1. Click "Create Patient Pool Template" again. Select "**Floor**" as the Pool Type.




2. Enter a descriptive **Pool Name** (e.g., "Surgical Floor", "ICU").
3. Choose an **Image** to represent the floor visually.
4. Click "**Create Pool**"
5. The Floor will appear in the "Pool Templates" list. Configure its **Pool #** and **Queue Size** in the list as needed.




### 6.1.4) Finalizing Event Setup

1. Repeat Step 4, 5, and/or 6 for every type of Bay, Medical Service, and Floor needed for your Event.
2. Review the complete list of configured items in the “Pool Templates” section
3. Once Satisfied with the entire Event configuration, click the main “Create Event” button to save the complete setup

## 6.2) Managing Events

Following the successful configuration and saving of an Event, Directors possess the capability to control the Event lifecycle via the "Current Event" interface.

### 6.2.1) Starting an Event

1. Navigate to the "Current Event" section using the primary header navigation.
2. Identify the desired pre-configured Event from the displayed list or area.
    a. If you do not see any created Events, the “Toggle Event Section” button will show any running/created Events
3. Select the corresponding '**Start**' command associated with the Event to initiate the simulation.

### 6.2.2) Managing an Active Event

While an Event simulation is in progress, Directors may exercise the following controls, typically accessed from the "Current Event" page where the active Event is displayed:

- **Suspending Event Progression:** To temporarily halt the Event timer and all associated activities, select the **'Pause'** button. This button replaces 'Start' for an active Event.


- **Resuming Event Progression:** To continue a previously paused Event, select the **'Resume'** button (which replaces the 'Pause' option above). The Event simulation will recommence from the point at which it was paused.


- **Restarting an Event:** After an Event has been fully completed, select the **"Restart"** button, which replaces the "Start" option for previously run Events. The Event will begin, and the timer will be reset to the original specified length.

### 6.2.3) Deleting an Event

To permanently remove a saved Event configuration:

1. Ensure the target Event configuration is not currently active (i.e., it must be in a stopped state or never started).
2. Locate the specific Event configuration within the list displayed on the "Current Event" page.
3. Select the '**Delete**' command associated with that configuration.
4. Confirm the deletion action when prompted by the system.
5. **Important:** This operation removes the specific Event setup (name, duration, assigned pools) but does not affect the underlying Pool Templates (Bays, Medical Services, Floors) saved within the system.

# 7) Contact Information & Support

If you encounter issues with the Mock Mass Casualty Event Dashboard that are not addressed in this documentation, or if you have specific questions regarding its use during a simulation event, refer to the appropriate contact below:

**For Questions Regarding Simulation Procedures & Event Content:**

- **Name:** Katherine Pieper
- **Department:** Carroll College Nursing Department
- **Email:** kpieper@carroll.edu

**For Technical Issues Pertaining to the Backend / Okta Setup:**

- **Name:** John Botonakis
- **Focus:** Back End Development / Okta Integration
- **Email:** botonakisjohn@gmail.com

**For Technical Issues Pertaining to the Frontend / Linux Host Machine:**

- **Name:** Aidan Scott
- **Focus:** Front End Development / Linux Setup
- **Email:** aidanscott001@gmail.com

**For Questions Regarding General IT Support:**

- **Department:** Carroll College IT (CCIT) Help Desk
- **Contact Method:** Online Help Desk (https://webhelpdesk.carroll.edu:8443/helpdesk/WebObjects/Helpdesk.woa)