

# Mock Mass Casualty Event Dashboard

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v.1.0  
2025

# **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 is based on the user you decide to log in with, we will provide a set of default users of type director and nurse.

## **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 processed.

## 2) Understanding User Roles:

Depending on your chosen account, you will be assigned one of three possible roles: Nurse, Director, and Guest. If your account is a guest then you won't be able to create patients or events.

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.

**NOTE:** Currently, there are 12 nurse accounts, with each number replacing the "X" in the username (i.e nurse1, nurse 2, nurse3....). The password for each account remains the same.

Username: *nurseX@retriage.net*

Password: *12345678910!@*

### 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.

**NOTE:** Currently, there are two director accounts, with each number replacing the "X" in the username (i.e director1, director2). The password for each account remains the same.

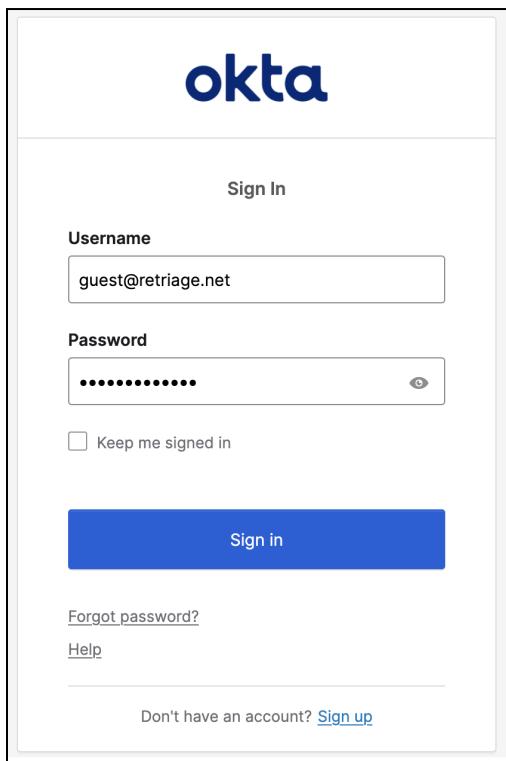
Username: *director@retriage.net*

Password: *12345678910!@*

### 3) Getting Started:

#### Logging in via Okta

1. Navigate to **mmce.carroll.edu**.
  - a. **NOTE:** You will have to be on the Carroll campus to connect
2. Log in with one of the accounts we have provided:



The image shows the Okta sign-in page. At the top center is the "okta" logo. Below it is a "Sign In" button. The main area has two input fields: "Username" containing "guest@retriage.net" and "Password" containing a series of dots. There is a "Keep me signed in" checkbox followed by a "Sign in" button. Below the button are links for "Forgot password?", "Help", and "Sign up".

## 4) Navigation and Interface

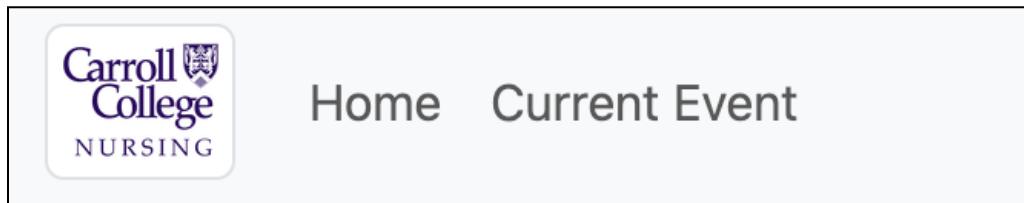
This section covers the common navigation elements you'll use to move about the application and view Event information

### 4.1) The Header:

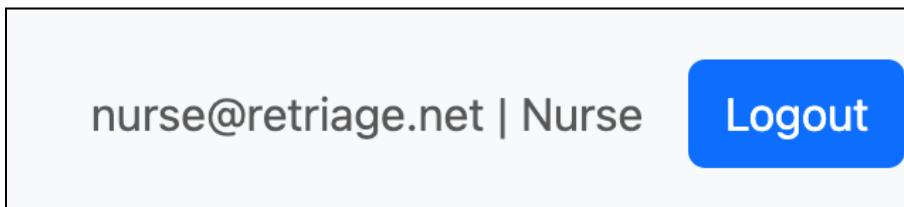
Present across the top of the application, the header provides key information and navigation controls.



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:

The screenshot shows a website for a mock mass casualty incident event. At the top left is the Carroll College Nursing logo. At the top right are links for 'Home' and 'Current Event', and an email link 'director@retriage.net | Director' with a 'Logout' button. The main title 'MOCK MASS CASUALTY INCIDENT EVENT' is displayed in large white letters on a dark blue background. Below the title is the Carroll College logo. The central image shows a male nursing student in a blue jacket and purple pants performing a physical examination on a female patient lying on a grassy field. The patient has a yellow identification tag around her neck. A stethoscope hangs around the student's neck. The bottom section of the page contains a box with the title 'Carroll College Mock Mass Casualty Event' and a detailed description of the event, including its purpose and structure. A small note at the bottom states 'Made as a class project for the Carroll College Nursing Program'.

Carroll College

Carroll College Mock Mass Casualty Event

The Mass Mock Casualty Event is put on by Kathryn Pieper at the Carroll College nursing department. This website is designed to manage event data and help nursing students gain realistic, fast-paced training that mimics real clinical practice under pressure.

This simulation will be run three times throughout the day. The makeup and props will be done by Julie Harris's theatre class and the nursing lab facilitators as well as volunteers. There will be another station discussing Incident Command Systems and Hospital Incident Command Systems, then a third station that goes over Trauma Informed Care which will be led by Molly Molloy from the Masters of Social Work department and a debrief of the simulation. Our new Nursing Mobile Health Unit and an emergency helicopter will also be on hand.

Made as a class project for the Carroll College Nursing Program

## 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

The screenshot shows a web interface for Carroll College Nursing. At the top, there is a navigation bar with the college logo, 'Home', 'Current Event', an email address 'nurse@retriage.net | Nurse', and a 'Logout' button. Below the navigation bar, a dark grey header bar displays the text 'Event Not Running'. The main content area contains the message: 'This is the event page. There is no active event for you to participate in.'

**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.

The screenshot shows a web interface for Carroll College Nursing. At the top, there is a navigation bar with the college logo, 'Home', 'Current Event', an email address 'director@retriage.net | Director', and a 'Logout' button. Below the navigation bar, a dark grey header bar displays the text 'Event Not Running'. In the top left corner of the main content area, there is a blue button labeled 'Toggle Event Section'. In the top right corner of the main content area, there is a blue button labeled 'Create Event'. The main content area contains the message: 'All Created Events' and 'No Events Found'.

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.

The screenshot shows a mobile application interface for managing medical events. At the top, it displays the time as 114:34 and a blue button labeled "Add Patient". Below this, there are two main sections: "Nurse Event" on the left and "Test Medical Service 1" on the right. The "Nurse Event" section contains three items: "Test Bay 1 1" (with a patient icon and the number 15), "Test Bay 1 2" (with a patient icon and the number 15), and "Test Bay 1 3" (with a patient icon and the number 15). The "Test Medical Service 1" section contains three items: "Test Medical Service 1 1" (with a patient icon and the number 1), "Test Medical Service 1 2" (with a patient icon and the number 1), and "Test Medical Service 1 3" (with a patient icon and the number 1). Each item has a small icon of a medical vehicle (ambulance or van) next to it.

## 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.

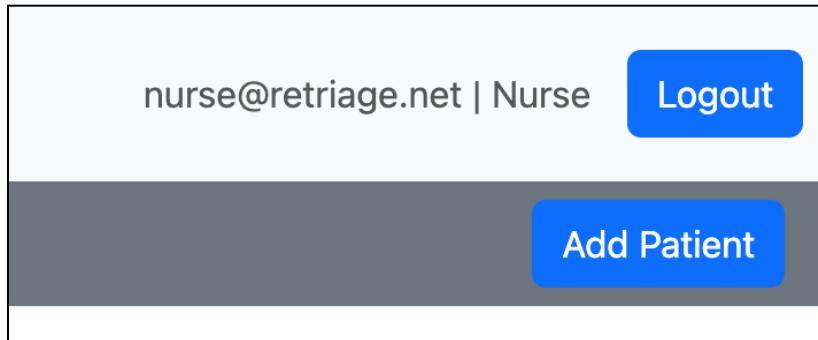
### 5.1) Joining / Viewing an Active Event:

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

The screenshot shows a mobile application interface titled "Nurse Event". At the top, there is a header bar with the time "114:34" and a blue button labeled "Add Patient". Below the header, the main content area is divided into a grid of boxes. The first column contains three boxes labeled "Test Bay 1 1", "Test Bay 1 2", and "Test Bay 1 3", each with a small icon and the number "15" next to it. The second column contains three boxes labeled "Test Medical Service 1 1", "Test Medical Service 1 2", and "Test Medical Service 1 3", each with a small icon and the number "1" next to it. The icons represent medical facilities like a hospital bed, an ambulance, and a medical service van.

## 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:

A screenshot of a "Add a New Patient" dialog box. The title is "Add a New Patient". Inside, there is a "Card ID" field with the value "0" and a dropdown arrow. Below it is a "Condition" field set to "Minor" with a dropdown arrow. Underneath is an "Assign to Bay Pool" field with the placeholder text "-- Select a Bay Pool --" and a dropdown arrow. At the bottom are two buttons: "Add Patient" and "Cancel".

**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. You must select a bay for a patient to be created.

Once your settings are set, 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:

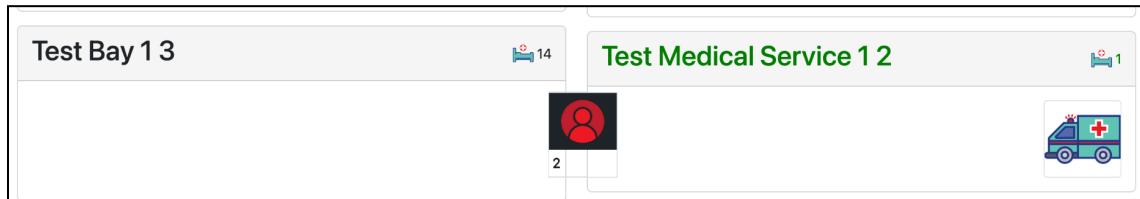


**Delete:** Deletes the Patient from the simulation entirely

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

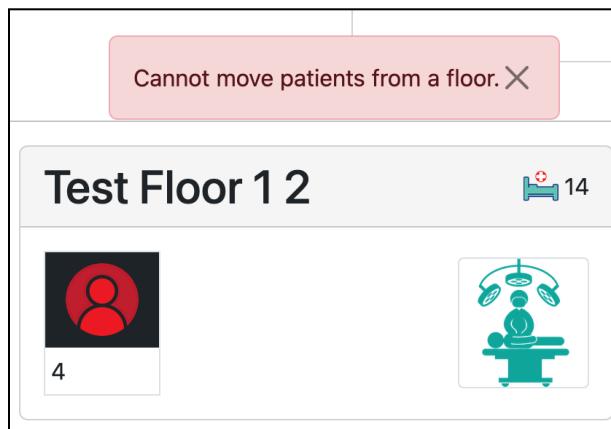
## 5.4) Moving a Patient:

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

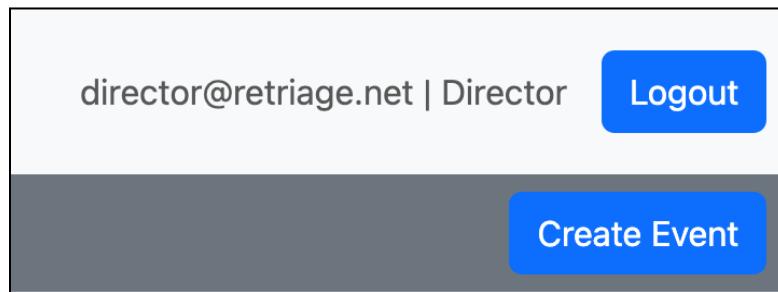
Directors have elevated permissions within the application. In addition to performing all available tasks as a Nurse (see Section 5), Directors are responsible for creating and managing the simulation Events themselves.

### 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

A screenshot of a "Create a New Event" form. The title "Create a New Event" is at the top. Below it is a form with two input fields: "Event Name:" containing "PracticeEvent" and "Duration (minutes):" containing "60". At the bottom of the form is a blue "Create Event" button.

### 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.

Pool Templates
Loading or none found...

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

Pool Type:
<input checked="" type="radio"/> Bay <input type="radio"/> Medical Service <input type="radio"/> Floor

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

Name	Type	Pool # (max 5)	Queue Size (max 100)	Icon	Action
Test Bay 1	Bay	1	10	N/A	<button>Delete</button>

### 6.1.3.2) Create Pool Template: Medical Service

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

Pool Type:

Bay    Medical Service    Floor

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	<button>Delete</button>
Test Medical Service 1	MedService	5	1		<button>Delete</button>

### 6.1.3.3) Create Pool Template: Floor

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

Pool Type:		
<input type="radio"/> Bay	<input type="radio"/> Medical Service	<input checked="" type="radio"/> Floor

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.

Pool Templates						
Name	Type	Pool # (max 5)	Queue Size (max 100)	Icon	Action	
Test Bay 1	Bay	1	10	N/A	<button>Delete</button>	
Test Medical Service 1	MedService	5	1		<button>Delete</button>	
Test Floor 1	Floor	2	20		<button>Delete</button>	

### 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.

All Created Events

Name: Nurse Event	Start
Status: Created	
Creation Date: Wed Apr 23 2025	
Runtime Left: 120.00 Minutes	Delete

## 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.

The screenshot shows a user interface titled 'All Created Events'. Inside, there is a card for an event named 'Nurse Event'. The event details are: Name: Nurse Event, Status: Running, Creation Date: Wed Apr 23 2025, and Runtime Left: 117.82 Minutes. To the right of the details are two buttons: a blue 'Pause' button and a light blue 'Delete' button.

- **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.

The screenshot shows a user interface titled 'All Created Events'. Inside, there is a card for an event named 'Nurse Event'. The event details are: Name: Nurse Event, Status: Paused, Creation Date: Sat Apr 26 2025, and Runtime Left: 119.99 Minutes. To the right of the details are two buttons: a blue 'Resume' button and a light blue 'Delete' button.

- **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.

The screenshot shows a user interface titled 'All Created Events'. Inside, there is a card for an event named 'Nurse Event'. The event details are: Name: Nurse Event, Status: Ended, Creation Date: Wed Apr 23 2025, and Runtime Left: 0.00 Minutes. To the right of the details are two buttons: a blue 'Restart' button and a light blue 'Delete' button.

### 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>)