

Clever Integrations: Teams and Hospital Incident Command

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Presenter



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Mr. Cossey is a Disaster Resource Coordinator/Trauma Surge Coordinator for Henry Mayo Newhall Hospital. Mr. Cossey serves as the Regional Disaster Resource Coordinator for Region 5, supporting 8 umbrella organizations, over 22 Long-term Care Facilities, and over 9 Ambulatory Service Companies. During a crisis, Mr. Cossey is tasked with deploying badly needed Hospital Preparedness Program-funded resources.



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Disclosure of Relevant Financial Relationships

Scott Cossey reports no relevant financial relationships or relationships he has with ineligible companies of any amount during the past 24 months.

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PASADENA

How to Create Your Toolkit



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Objectives

You will leave knowing these new techniques:

1. Learn how to reduce drag on your brain.
2. Develop “Builders” to improve standardization and raise the bar on quality.
3. Create “Continuities” (the unbroken and consistent existence or operation of something over a period of time).
4. Save money for your organization!



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Reminder

“This is supposed to be fun!”

Surf's Up! 6/2/2007



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Sample Toolkits – To Name a Few

Cleverness Explosion

Emergency Management – Radio Roll Call, Competencies

Business Continuity – Templates, Development, and Review

EOC Committee – Monster!!!

Exercises – Sign In Sheets, Medical Monitoring, Participant Feedback

Vendor Management – Invoicing

Hazardous Materials Inventory Management Sheet – OSHA

Incident Command – HICS Documents

Pharmaceutical Cache – LPC Cache

Security Management – Personal Belongings

Joint Commission – Survey Evidence of Standards of Compliance

Downtime Documentation using Microsoft 365 Server (Cellular Network Capable)



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Let's See how this Works with HICS!?!

Incident Command

[Disaster Status Report](#)

[HICS 200 - Incident Action Plan](#)

[HICS 202 - Incident Objectives](#)

[HICS 203 – Org. Assignment](#)

[HICS 214 - Activity Log](#)

[HICS 251 - Facility Systems Status](#)

[HICS 258 – Hosp. Res. Directory](#)

[HSEEP AAR](#)

[Disaster Status Report DB](#)

[HICS 200 DB](#)

[HICS 202 Incident Objectives DB](#)

[HICS 203 – Org. Assignment](#)

[HICS 214 - Activity Log DB](#)

[HICS 251 Fac. Sys. Status DB](#)

[HICS 258 – Hosp. Res. Directory](#)

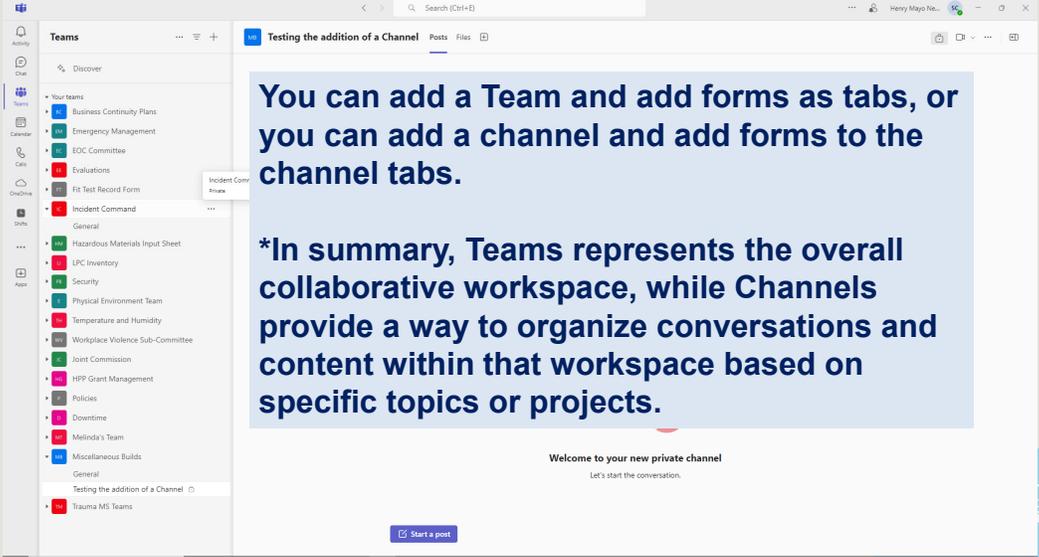
[HSEEP AAR DB](#)



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Setting Up Your HICS Toolkit – Determine the form location



You can add a Team and add forms as tabs, or you can add a channel and add forms to the channel tabs.

***In summary, Teams represents the overall collaborative workspace, while Channels provide a way to organize conversations and content within that workspace based on specific topics or projects.**

Welcome to your new private channel
Let's start the conversation.

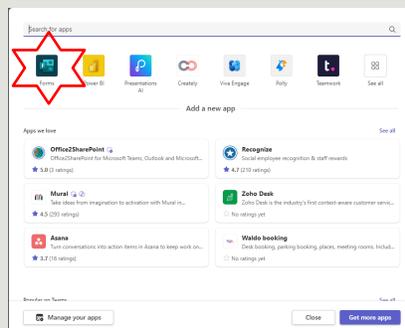
Start a post

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Setting Up Your HICS Toolkit – Add Forms

Creating the “User” side of things:

1. When in the preferred “Team,” click on the “General” tab.
2. Click on the  icon at the top right corner of the Teams page.



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Setting Up Your HICS Toolkit – Creating a form

The form will open blank with the option to “Add New”



1. Add your “type” of field and designate your settings so that when the user adds a field, the “database” will be populated as desired.



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Setting Up Your HICS Toolkit – The Database

The form submission will create and populate the “backend” of the system.

Note: The User will not see any of this going forward. Their part ends after submitting the form.

ID	Start time	Comp. time	Email	Name	Incident Name	Op Per. (#)	Date From	Date To
4	7/18/24 11:01:23	7/18/24 11:09:23	cosseyas@henrymayo.com	Scott Cossey	2024 Crowdstrike Outage	1	7/18/2024	7/18/2024



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Setting Up Your HICS Toolkit – Creating the “Builder”

The screenshot displays the Microsoft Excel interface for the 'HICS 203 - Organizational Assignment List' spreadsheet. The spreadsheet is organized into several sections:

- Section 1: Incident Name** (Row 2): 2024 CrowdStrike Outage
- Section 2: Operational Period (# 1)** (Row 3): Date: From: 7/18/2024 To: 7/19/2024; Time: From: 2200 To: 1100
- Section 3: Incident Commander(s) and Staff** (Row 7): Incident Commander: Scott Cossey
- Section 4: Operations Section** (Row 17): Operations Chief, Staging Manager, Medical Control Officer

The spreadsheet also includes columns for POSITION, NAME, and CONTACT INFO (PHONE, CELL, RADIO). A red starburst graphic is overlaid on the bottom left corner of the spreadsheet.

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Setting Up Your HICS Toolkit – Output and Storing Data

The screenshot displays the HICS 202 - Incident Objectives form and a corresponding data table. The form includes sections for Incident Name, Incident Objectives, Factors to Consider, and Incident Action Plan Logbook. The data table lists incident objectives with columns for Start time, Completion time, Email, Name, Department Name, Total # of Staff, # of injuries - Staff, and Number of Injuries - Patients.

ID	Start time	Completion time	Email	Name	Department Name	Total # of Staff	# of injuries - Staff	Number of Injuries - Patients
1	10/18/23 10:21:05	10/19/23 10:21:57	anonymous		Emergency Department	Greater than 20	0	0
2	10/18/23 9:33:19	10/19/23 10:29:07	anonymous		Information Services - Clinical Informatics & S.Applications	10	0	0
3	10/18/23 10:30:10	10/19/23 10:30:53	anonymous		Medical Staff Services	3	0	0
4	10/18/23 9:30:30	10/19/23 10:31:26	anonymous		Imaging	Greater than 20	1	0
5	10/18/23 10:37:35	10/19/23 10:38:45	anonymous		Trauma Services	3	0	0
6	10/18/23 10:26:48	10/19/23 10:42:36	anonymous		DOU	Greater than 20	0	0
7	10/18/23 10:48:51	10/19/23 10:45:57	anonymous		Central Transport	10	0	0
8	10/18/23 10:28:04	10/19/23 10:58:45	anonymous		Biomed	4	0	0
9	10/18/23 11:00:23	10/19/23 11:05:11	anonymous		ICU	12	0	0
10	10/18/23 11:30:16	10/19/23 11:32:27	anonymous		Clinical Laboratory	18	0	0
11	10/18/23 9:30:03	10/19/23 11:30:02	anonymous		Environmental Services, Linen and Grounds	Greater than 20	0	0
12	10/18/23 11:28:58	10/19/23 11:30:26	anonymous		Henry May Primary Care	4	0	0
13	10/18/23 11:48:54	10/19/23 11:49:56	henrymay@henrymayo.com	Trent Lori	Engineering	9	0	0
14	10/18/23 11:51:32	10/19/23 11:54:06	bayat@henrymayo.com	Aldin Bay	ICU	12	0	0
15	10/18/23 12:26:04	10/19/23 12:27:42	vanage@henrymayo.com	Parangit Tung	MSA	10	0	0
16	10/18/23 12:16:58	10/19/23 12:53:42	barthand@henrymayo.com	Sam Durham	Urgent Care	6	0	0
17	10/18/23 12:20:53	10/19/23 13:31:16	mccoyg@henrymayo.com	Gregory McCoy	Network Infrastructure	19	0	0
18	10/18/23 13:38:46	10/19/23 13:40:16	shiddev@henrymayo.com	Vikram Shiddev	Respiratory	7	0	0
26	10/20/23 11:58:41	10/20/23 11:59:53	portillo@henrymayo.com	Shelia Portillo	Administration	13	0	0
27	11/21/23 13:52:29	11/21/23 13:53:32	anonymous		AKU	20	0	0
28	3/6/24 11:58:31	3/6/24 11:58:58	cosseyw@henrymayo.com	Scott Cossey	DRG	2	2	2
29	4/18/24 9:06:30	4/18/24 9:10:10	caragaj@henrymayo.com	Jane Zaraga	jon dsa	15	0	0
30	4/18/24 12:28:14	4/18/24 12:31:54	trivettl@henrymayo.com	Dakota Rhoads	BRU	9	0	0
31	4/18/24 11:26:51	4/18/24 11:27:40	cosseyw@henrymayo.com	Scott Cossey	DRG	1	0	0
32	4/30/24 10:15:40	4/30/24 10:16:22	cosseyw@henrymayo.com	Scott Cossey	CARDIAC CATH	2	5	1
34	7/29/24 9:10:36	7/29/24 9:11:36	wormw@henrymayo.com	Catherine Vernon	EMERGENCY SERVICES	12	0	0

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Setting Up Your HICS Toolkit – Inherent Continuity

The screenshot displays the Microsoft Teams interface for a channel named 'Incident Command'. The left sidebar shows various teams and channels, including 'Business Continuity Plans', 'Emergency Management', 'EOC Committee', 'Evaluations', 'Fit Test Record Form', 'Incident Command', 'General', 'Hazardous Materials Input Sheet', 'LPC Inventory', 'Security', 'Physical Environment Team', 'Temperature and Humidity', 'Workplace Violence Sub-Committee', 'Joint Commission', 'HPP Grant Management', 'Policies', 'Downtime', 'Miscellaneous Builds', and 'Trauma MS Teams'. The main content area shows the 'Members' tab for the 'Incident Command' channel, listing 25 members and guests. The list is organized into two sections: 'Owners (2)' and 'Members and guests (25)'. The 'Owners' section includes Terry M. Stone (Director Safety Disaster Prep) and Scott A. Cossey (Disaster Planner-Surge Coord), both located at the Disaster Resource Center. The 'Members and guests' section lists 23 individuals with their titles, locations, and roles. The roles are either 'Owner' or 'Member'. The list includes names like Thomas L. Schuyler (Clinical Informaticist), Ray B. Moss (Vice President-CIO), Ingrid Padilla (System Analyst SR), Randy White (Network Engineer SR), Saraeta J. Perry (Manager Information Systems), Lih Lum (System Analyst SR), Joaquin C. Dominguez (Application Analyst), Joy E. Hreczkosij (System Analyst Clinical), Kirsti Brown (Manager Decision Support), Jose G. Zarraga (Admin House Sup Rn), and Abigail Ashley (Clinical Informaticist).

Name	Title	Location	Tags	Role
Owners (2)				
Terry M. Stone	DIRECTOR SAFETY DISASTER PREP	DISASTER RESOURCE CENTER		Owner
Scott A. Cossey	DISASTER PLANNER-SURGE COORD	DISASTER RESOURCE CENTER		Owner
Members and guests (25)				
Thomas L. Schuyler	CLINICAL INFORMATICIST	CLINICAL INFORMATICS		Member
Ray B. Moss	VICE PRESIDENT-CIO	ADMINISTRATION		Member
Ingrid Padilla	SYSTEM ANALYST SR	NETWORK INFRASTRUCTURE		Member
Randy White	NETWORK ENGINEER SR	NETWORK INFRASTRUCTURE		Member
Saraeta J. Perry	MANAGER INFORMATION SYSTEMS	INFORMATION SYSTEMS		Member
Lih Lum	SYSTEM ANALYST SR	INFORMATION SYSTEMS		Member
Joaquin C. Dominguez	APPLICATION ANALYST	INFORMATION SYSTEMS		Member
Joy E. Hreczkosij	SYSTEM ANALYST CLINICAL	INFORMATION SYSTEMS		Member
Kirsti Brown	MANAGER DECISION SUPPORT	DECISION SUPPORT		Member
Jose G. Zarraga	ADMIN HOUSE SUP RN	NURSING ADMIN		Member
Abigail Ashley	CLINICAL INFORMATICIST	CLINICAL INFORMATICS		Member

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Setting Up Your HICS Toolkit – Cost Savings

1. Microsoft Teams or any form creator with an Excel database can do this.
2. Microsoft Forms and Excel are part of the Teams Suite.
3. This is possible without a form management (User Side) and just Excel, but you miss out on some of the benefits.
 - Non collaborative Excel sheets limits sourcing (group submission of forms).
 - Excel can be difficult for some users and advanced Excel can be a “Full Stop.”
 - As collaboration improves, users can take advantage of “built-by-others” templates.
 - For example: I have completed many of the HICS forms already. Those can be shared as a template and installed into other Teams Users Channels and Teams as Tabs.

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Workshop Time!

Let's try putting together a form, managing the feedback, and demonstrating a "Builder."

- We are going to use the invoicing form as an [example!](#)
- Let's see the [database](#) behind the form!



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Questions?



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Thank you

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