



RESOURCE GUIDE

RAPID TAG EVAC

User Guide

Version 4.2.0.5



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1 ABOUT RAPID TAG EVAC

Large scale disasters are some of the toughest and most stressful activities due to the number of injured and displaced victims. To help manage these situations, Salamander has developed RAPID TAG EVAC.

RAPID TAG EVAC can be used to triage victims and associate possessions they may have with them. Additionally, it can be used to group family members together to reunite them in case of separation.

2 INITIAL SETUP OF RAPID TAG EVAC

Before RAPID TAG EVAC can be used, some setup will need to be done so the software can function as expected. To setup RAPID TAG:

- Step 1: Start RAPID TAG EVAC on the computer.
- Step 2: Once it is open, click File from the menu bar.
- Step 3: Click Options...

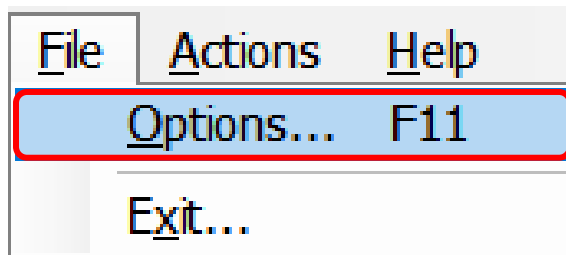


Figure 2.1

Within this window, RAPID TAG EVAC can be setup to scan, print, and sync information with SalamanderLive™ or COMMAND. There are five tabs available for setup: Server, Organization, Scanners, Printing, Time, and Assignment.

2.1 Server Tab

The Server Tab is used to identify the specific servers for RAPID TAG to send information to, such as SalamanderLive™ or COMMAND. Organizations without a SalamanderLive™ or COMMAND solution will not need to set up server information and may skip this step. Organizations with both SalamanderLive™ and COMMAND solutions can add both servers, however, only one server may be selected to send information to during an activity. An Auto Send interval can also be set so the software initiates a Send at regular intervals.

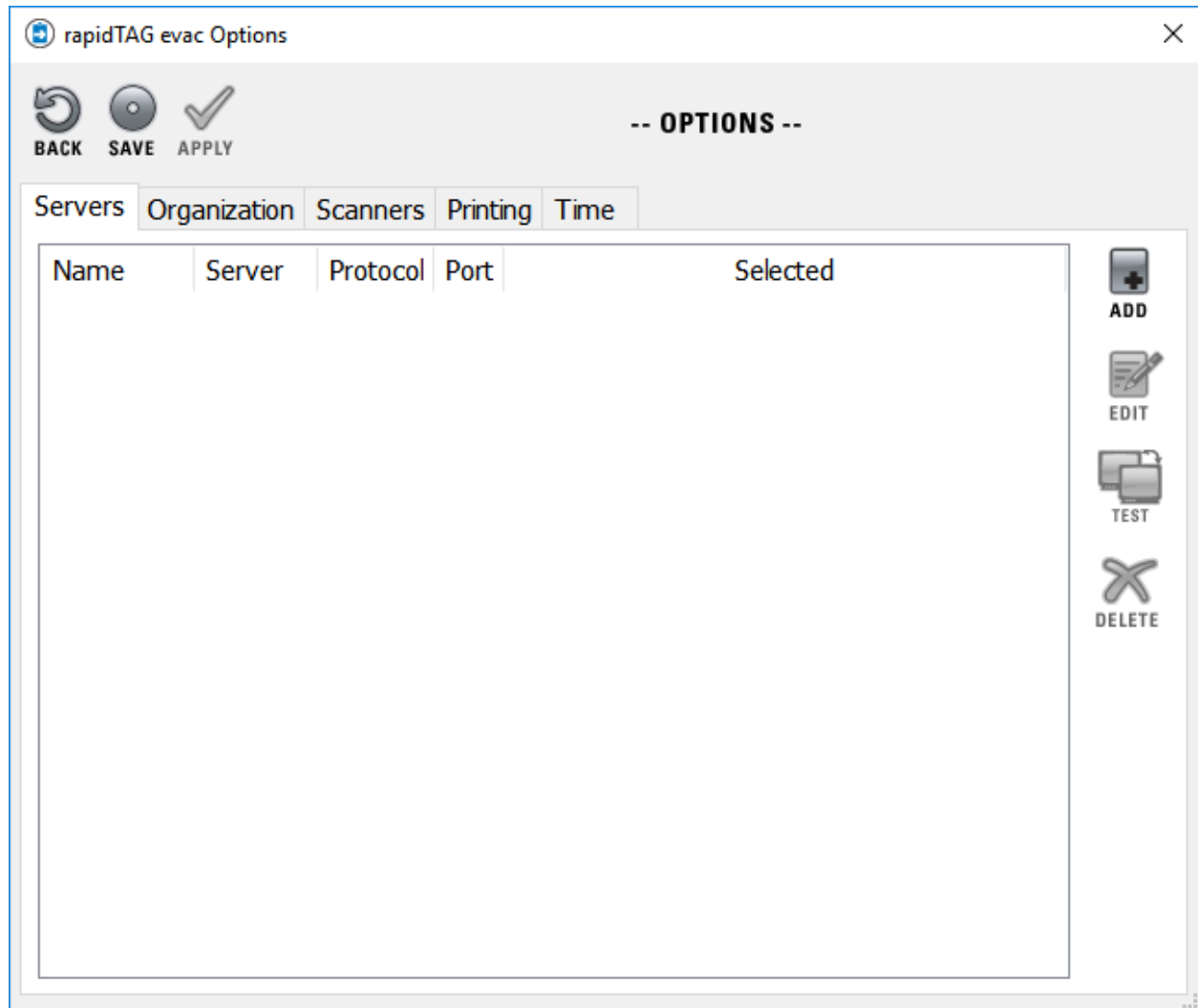


Figure 2.1.1

To add a server:

Step 1: Click the ADD button, as shown above in Fig. 2.1.1, and the New Server Details (Fig 2.1.1.1) window appears.

- All server setups have the following five options:

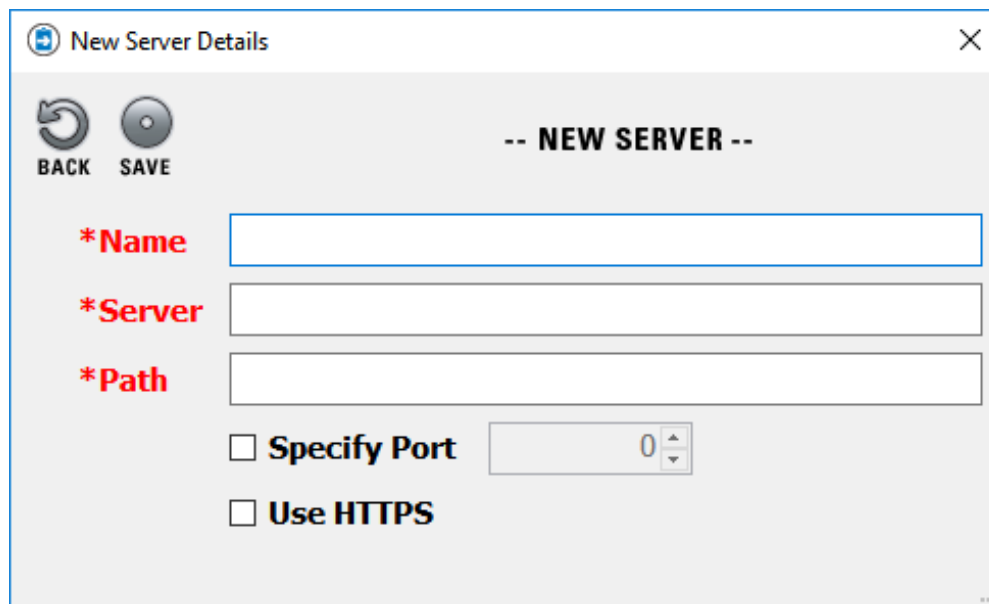


Figure 2.1.2

- Name – This is required, but can be anything to help identify the server.
- Server – This is required; for a web based server the website is used, for local servers (like COMMAND) the IP address of the computer is used.
- Path – This is required; this is the container for data sent to the server.
- Specify Port – This is optional; used if a specific port is required to access the server.
- Use HTTPS – This is optional; used if the server is on a secured internet site.

NOTE: Below are the server values for SalamanderLive™ and COMMAND.

Field	SalamanderLive™	COMMAND
Name	SalamanderLive	COMMAND
Server	app.salamanderlive.com	The IP address of the COMMAND computer
Path	Intertraxserver	commandserver
Specify Port	Uncheck	Uncheck
Use HTTPS	Check	Uncheck

Table 2.1.3

Step 2: After the server information is entered, click SAVE, and the software drops back to the Server tab.

Step 3: With every new server added, it is recommended that a connection test is completed to ensure it works. To test the connection, click the server name to highlight it, and then click the Test icon.

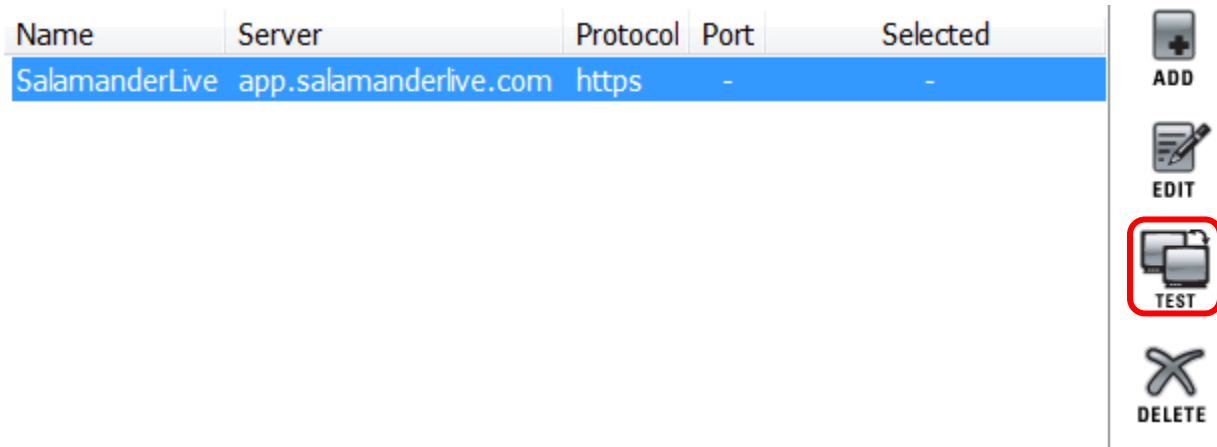


Figure 2.1.4

Step 4: The TEST SERVER screen will appear with the connection results. If the test fails, double check the settings for the server and the RAPID TAG computers network/internet connection before trying again.

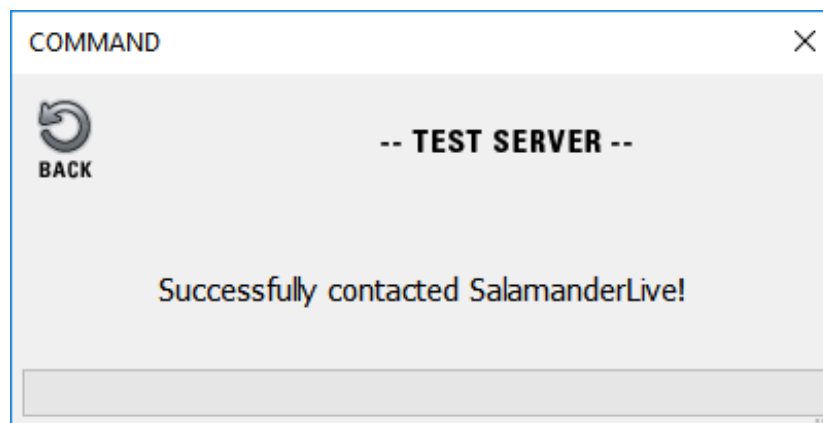


Figure 2.1.5

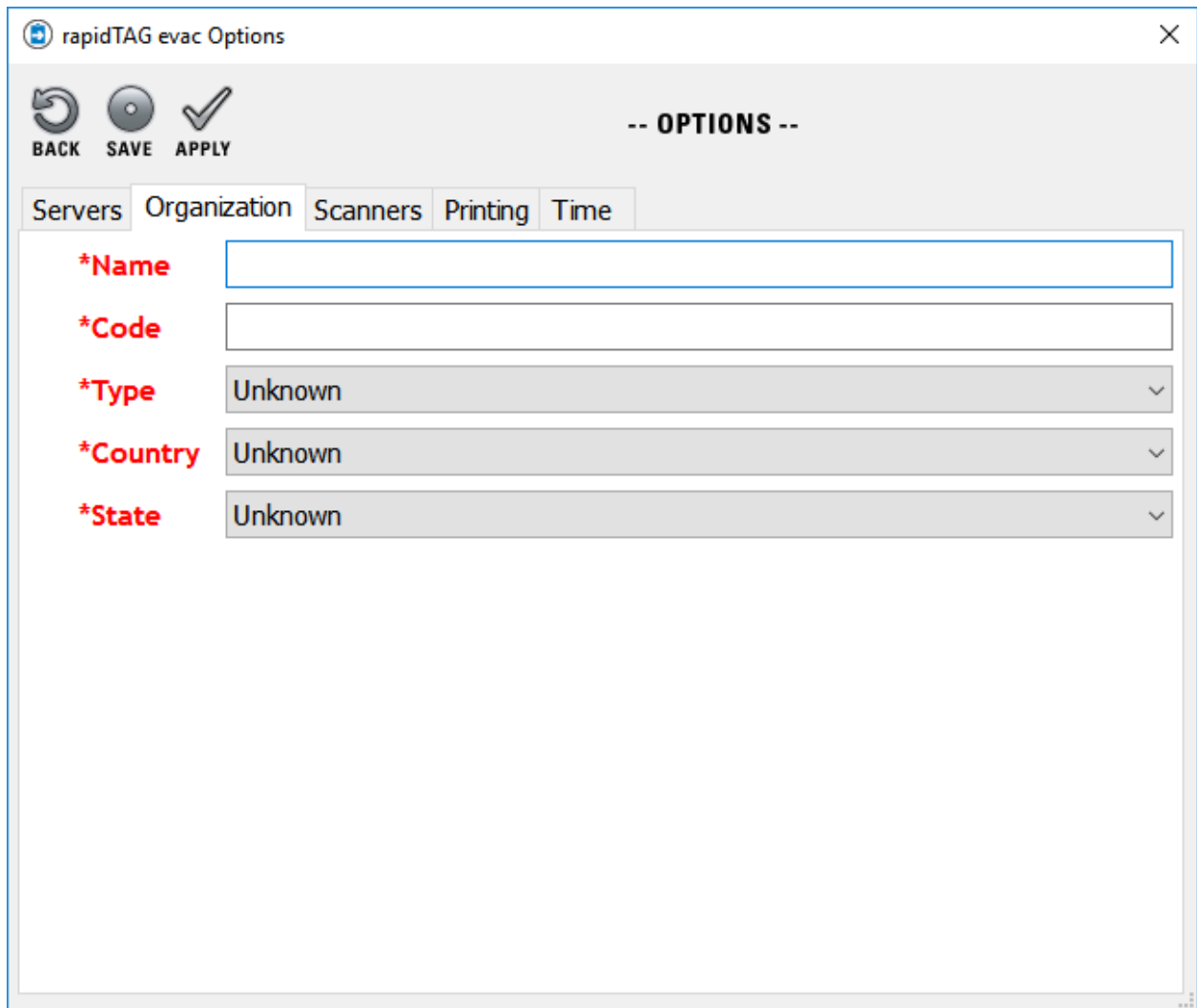
Step 5: If the server is primary for activity data, like SalamanderLive™, double click the server to select it and make it active. This will place a 'Yes' in the selected column for the server.

Name	Server	Protocol	Port	Selected
SalamanderLive	app.salamanderlive.com	https	-	Yes

Figure 2.1.6

2.2 Organization Tab

The Organization tab is extremely important if any RAPID TAG EVAC activities will be sent to SalamanderLive™. If the information does not match an organization permitted to send data, the 'Send' will fail.



The screenshot shows a software window titled "rapidTAG evac Options" with a close button (X) in the top right corner. Below the title bar is a toolbar with three icons: a circular arrow for "BACK", a floppy disk for "SAVE", and a checkmark for "APPLY". To the right of these icons is the text "-- OPTIONS --". Below the toolbar is a tabbed interface with five tabs: "Servers", "Organization" (which is selected), "Scanners", "Printing", and "Time". The "Organization" tab contains five labeled input fields, each with a red asterisk indicating a required field:

- *Name**: A text input field.
- *Code**: A text input field.
- *Type**: A dropdown menu currently showing "Unknown".
- *Country**: A dropdown menu currently showing "Unknown".
- *State**: A dropdown menu currently showing "Unknown".

Figure 2.2.1

The easiest way to obtain this information is to log into SalamanderLive™ and open the record for the organization the data should be associated with. Below is an example of the Organization page in SalamanderLive™ with the required fields highlighted.

Organization

Address

Phone

Note

Signature

Account Settings

Edit

Delete

Name

Anywhere, USA

Identity Code

0SALT

Type

Other

Country

United States

State

Michigan

Parent Organization

Salamander Technologies, LLC

Timezone

(UTC-05:00) Eastern Time (US & Canada)

TAG

TRACK

REPORT

IA

Filename:

Browse...

No file selected.

Please note: Files greater than 4 MBytes will be ignored.

Figure 2.2.2

After this information is entered in RAPID TAG EVAC, the APPLY button can be clicked to save the newly entered data without closing the OPTIONS window.

2.3 Scanners Tab

The Scanners Tab is used to configure and enable the various types of compatible scanners. RAPID TAG does not require a scanner for it to function, however, having a scanner configured will quicken the process of entering people in. Depending on the type of scanner, data for RAPID TAG EVAC can be pulled from various types of cards. These include driver's licenses, credit cards, RFID cards, and Salamander tags.

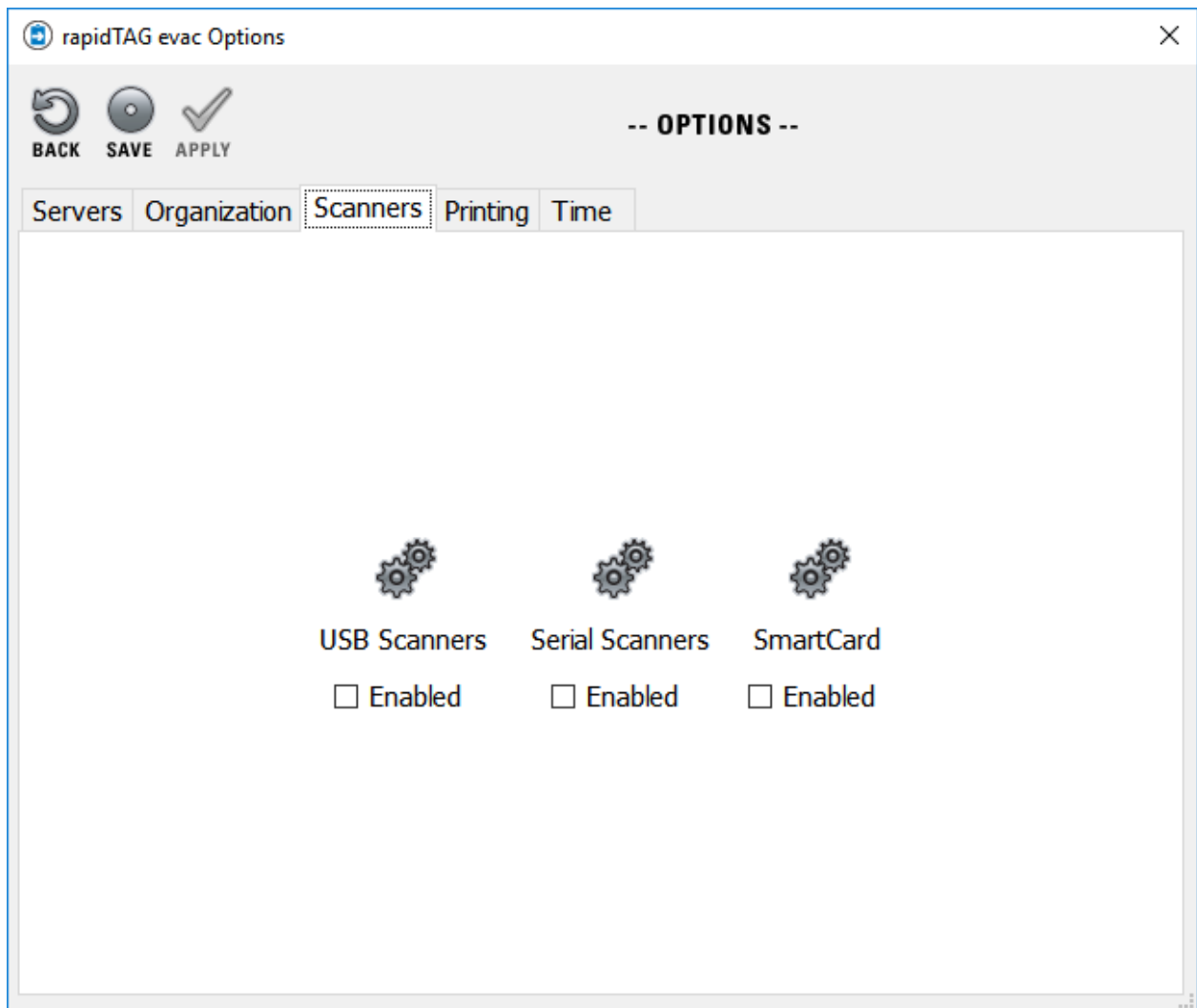


Figure 2.3.1

NOTE: Before setting up any scanners, make sure they are connected to the computer and receiving power.

2.3.1 Serial Scanners Setup

To have RAPID TAG EVAC connect to a serial scanner, click the gears above 'Serial Scanners'. This will also "Enable" the scanner type. The Serial Port Settings screen will appear to allow configuration of the specific device.

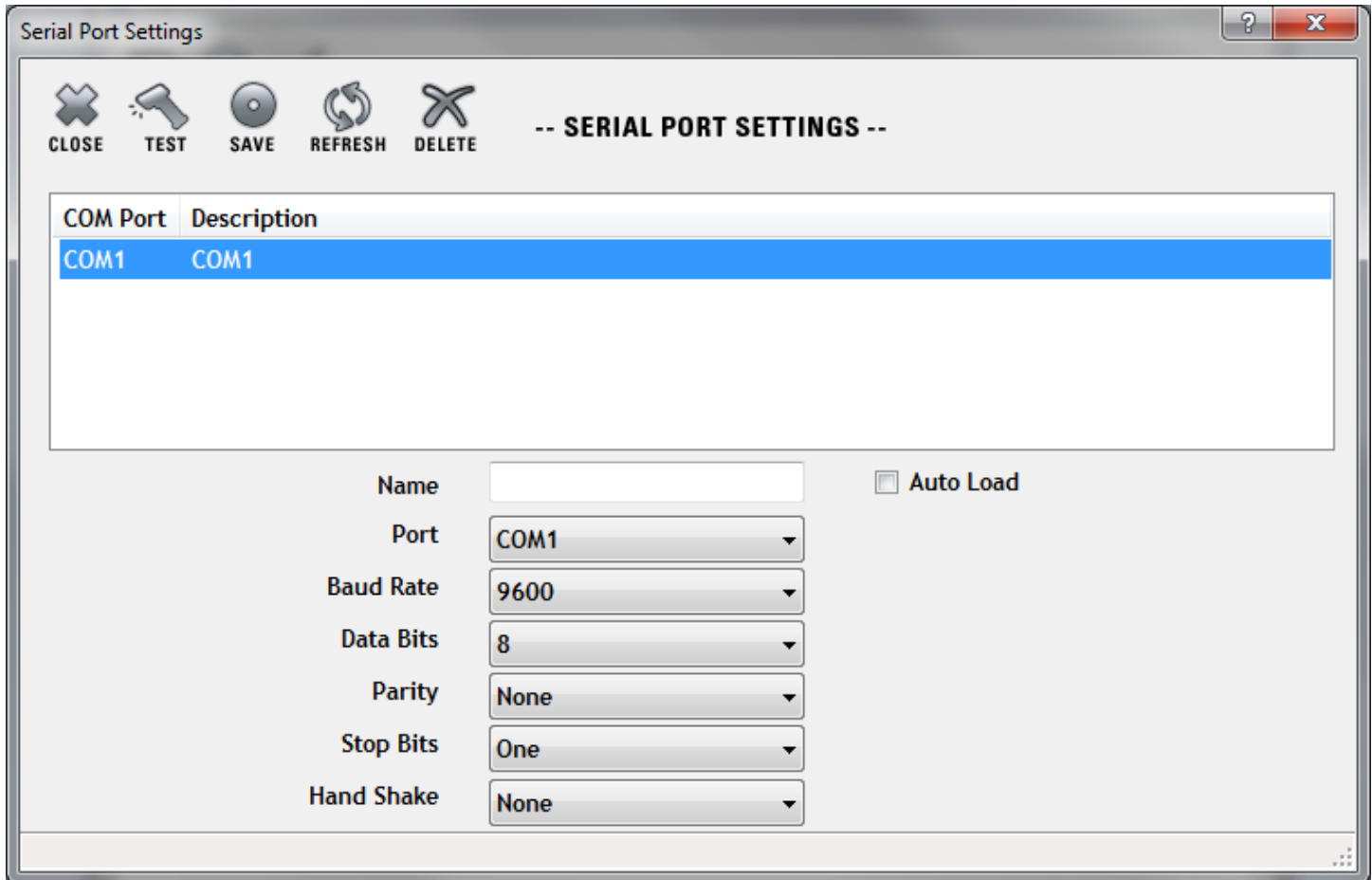


Figure 2.3.1.1

When configuring the scanner, the correct COM Port must be highlighted before doing anything else. If only a single entry is present, setup is easily done in five steps:

- Step 1: Highlight the correct COM Port the scanner is connected to.
- Step 2: Provide a Name for the scanner.
- Step 3: Check Auto Load. This is used to tell RAPID TAG EVAC to always load the scanner profile when it starts.
- Step 4: Click SAVE.
- Step 5: Click CLOSE.

If multiple entries are present, the correct COM Port will need to be located before completing the above steps.

The easiest way to accomplish this is to test each COM Port entry until the correct one is found. This is done by highlighting an entry and clicking the TEST button.

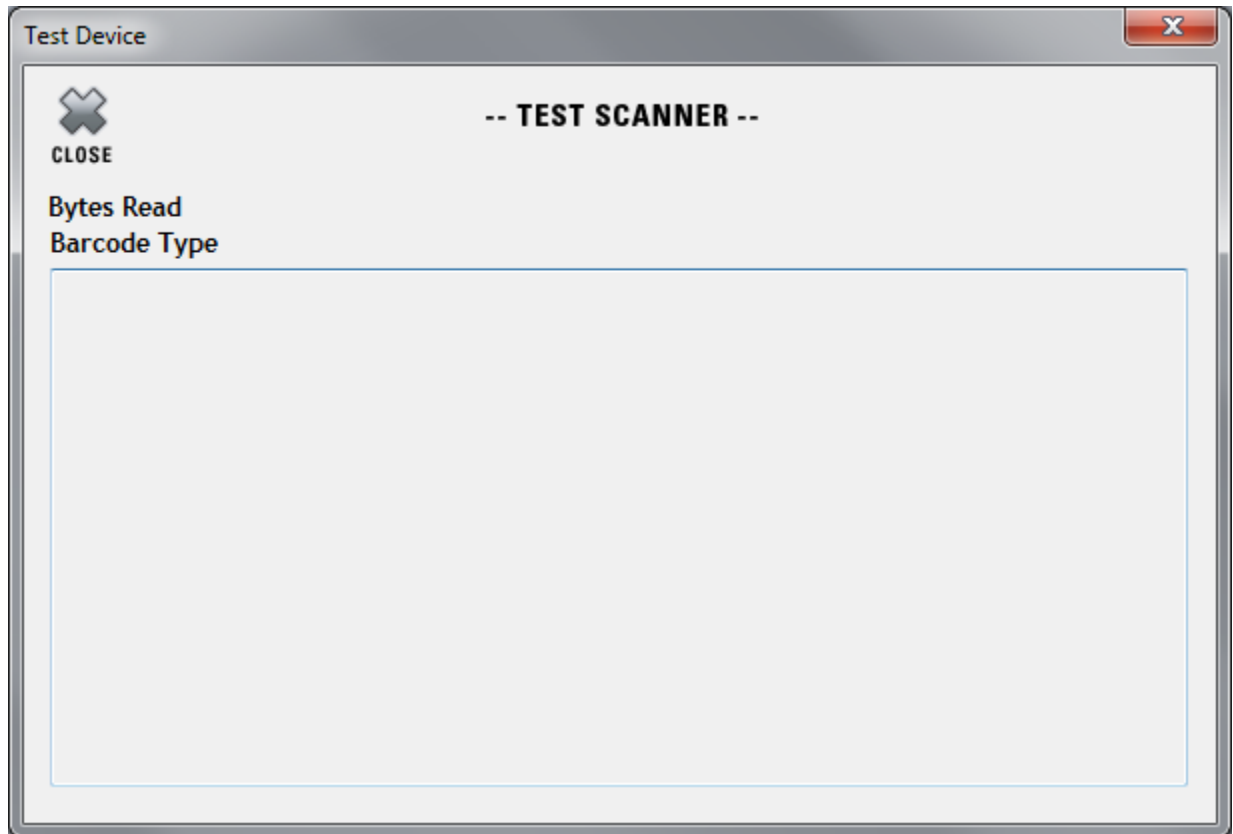


Figure 2.3.1.2

From here, take the scanner and scan a nearby barcode. This can be anything from a driver's license, to a water bottle, for example. If the correct COM Port is picked, data will populate in the window, as seen below. If the correct COM Port cannot be found, this is typically because the scanner is not installed properly, or it is malfunctioning.

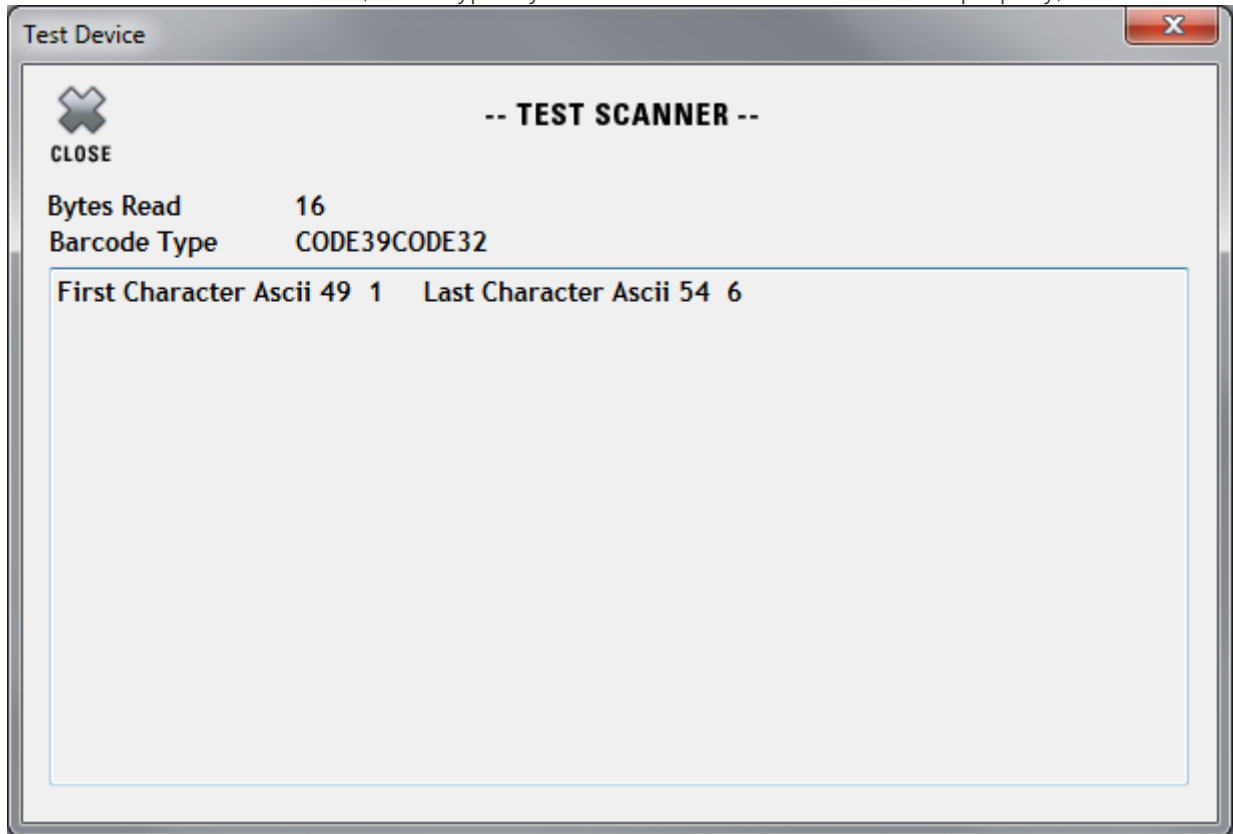


Figure 2.3.1.3

2.3.2 USB Scanners Setup

To have RAPID TAG connect to a USB scanner, click the gears above 'USB Scanners'. This will also "Enable" the scanner type. The USB Port Settings screen will appear to allow configuration of the specific device.

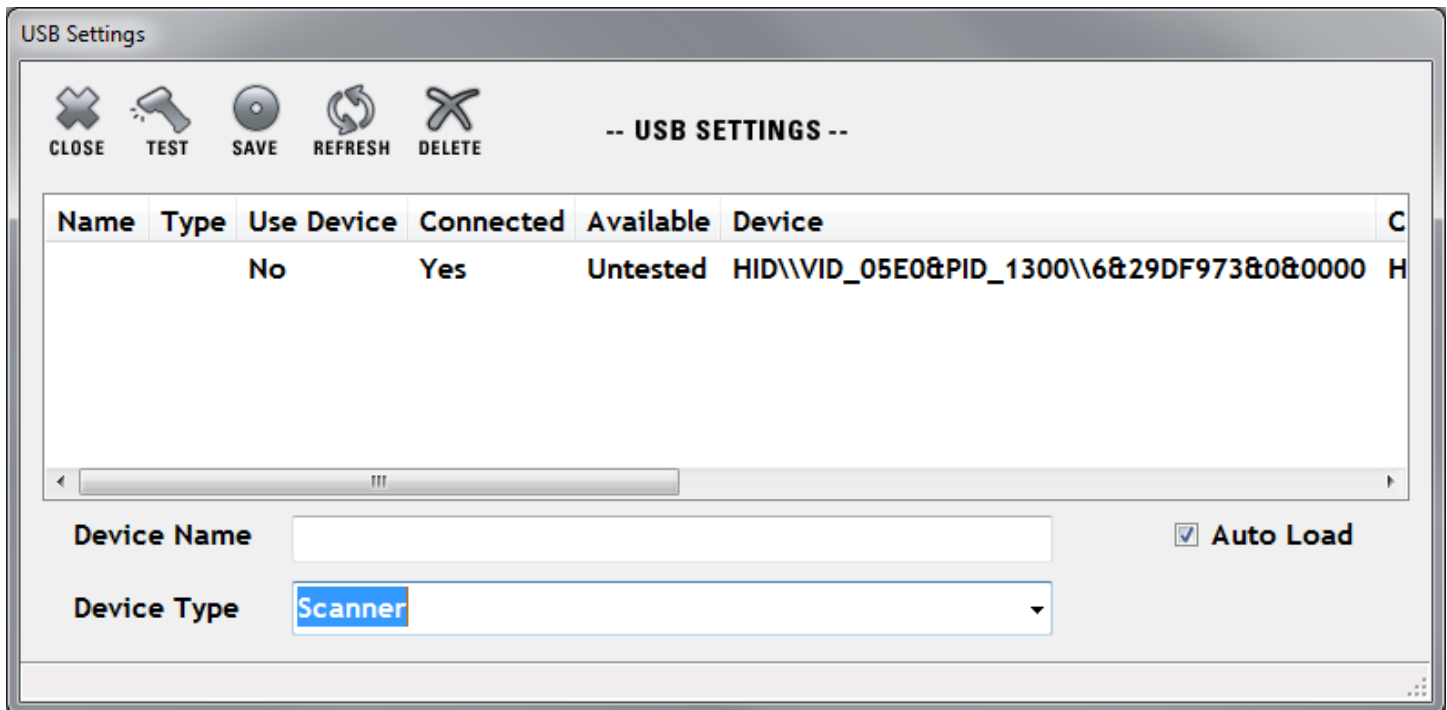


Figure 2.3.2.1

When configuring the scanner, the correct Device must be highlighted before doing anything else. If only a single entry is present, setup is easily done in five steps:

- Step 1: Highlight the correct Device for the scanner.
- Step 2: Provide a Name for the scanner.
- Step 3: Check Auto Load. This is used to tell RAPID TAG to always load the scanner profile when it starts.
- Step 4: Click SAVE.
- Step 5: Click CLOSE.

If multiple entries are present, the correct Device will need to be located before completing the above steps.

NOTE: Microsoft Windows 10 requires a specific driver provided by Salamander before the USB scanners will work.

The easiest way to accomplish this is to test each Device entry until the correct one is found. This is done by highlighting an entry and clicking the TEST button.

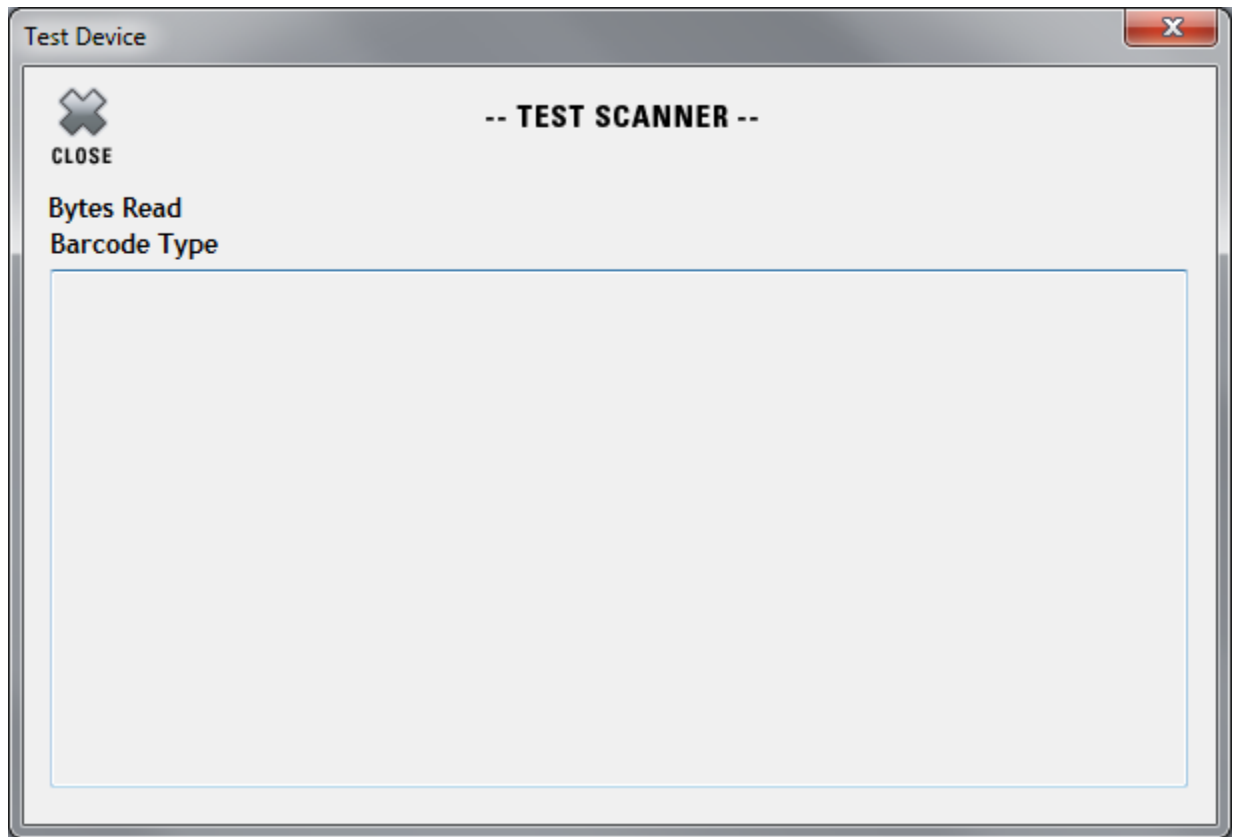


Figure 2.3.2.2

From here, take the scanner and scan a nearby barcode. This can be anything from driver's license to a water bottle, for example. If the correct Device is picked, data will be populated into the window as seen below.

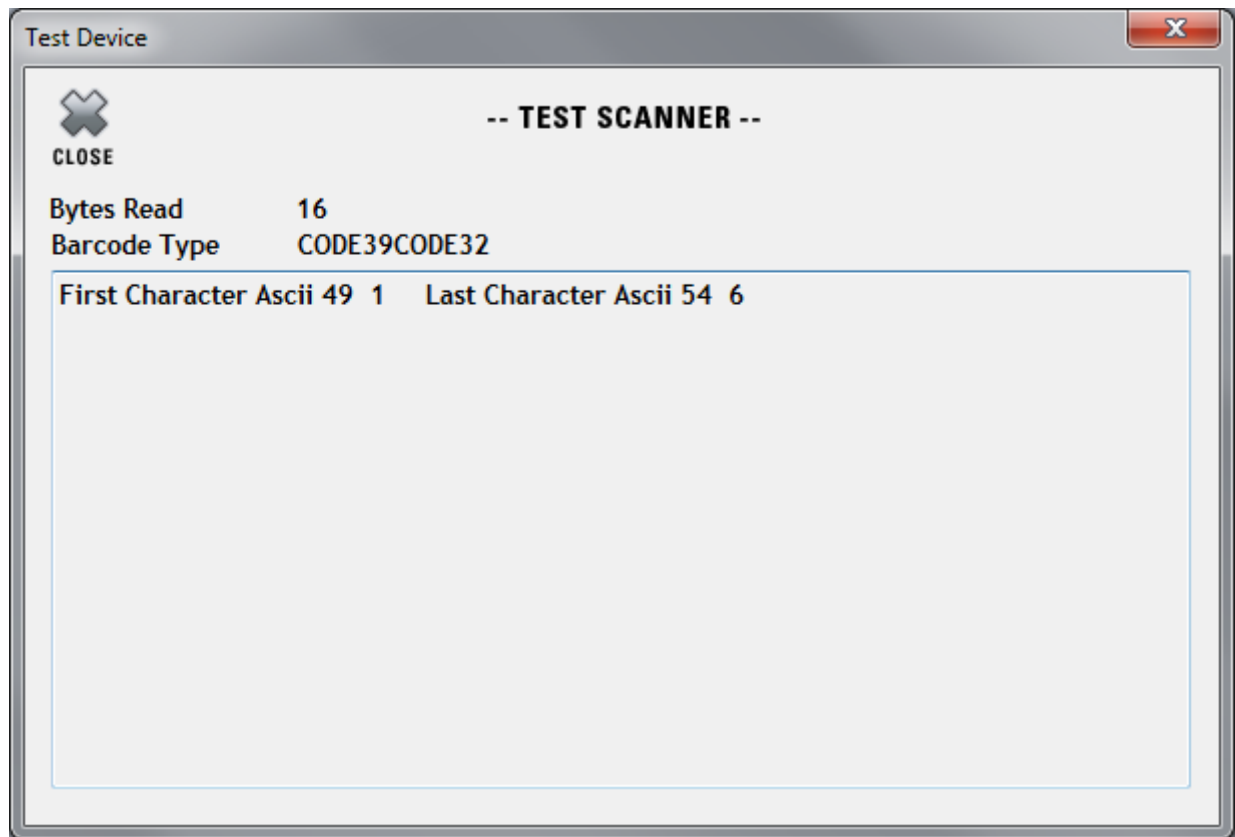


Figure 2.3.2.3

If the correct Device cannot be found, it is typically because the scanner is not installed properly, it is malfunctioning, or it is not set up for Salamander software.

2.3.3 Smart Card Setup

To have RAPID TAG EVAC connect to a Smart Card reader, click the gears above 'Smart Card'. This will also "Enable" the scanner type. The Smart Card Settings screen will appear to allow configuration of the specific device.

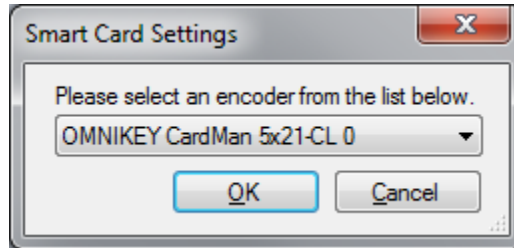


Figure 2.3.3.1

Usually, the correct entry will be selected, but multiple entries may exist if the device has multiple functions, or more than one devices are connected.

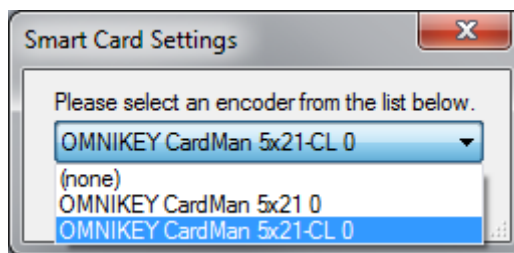


Figure 2.3.3.2

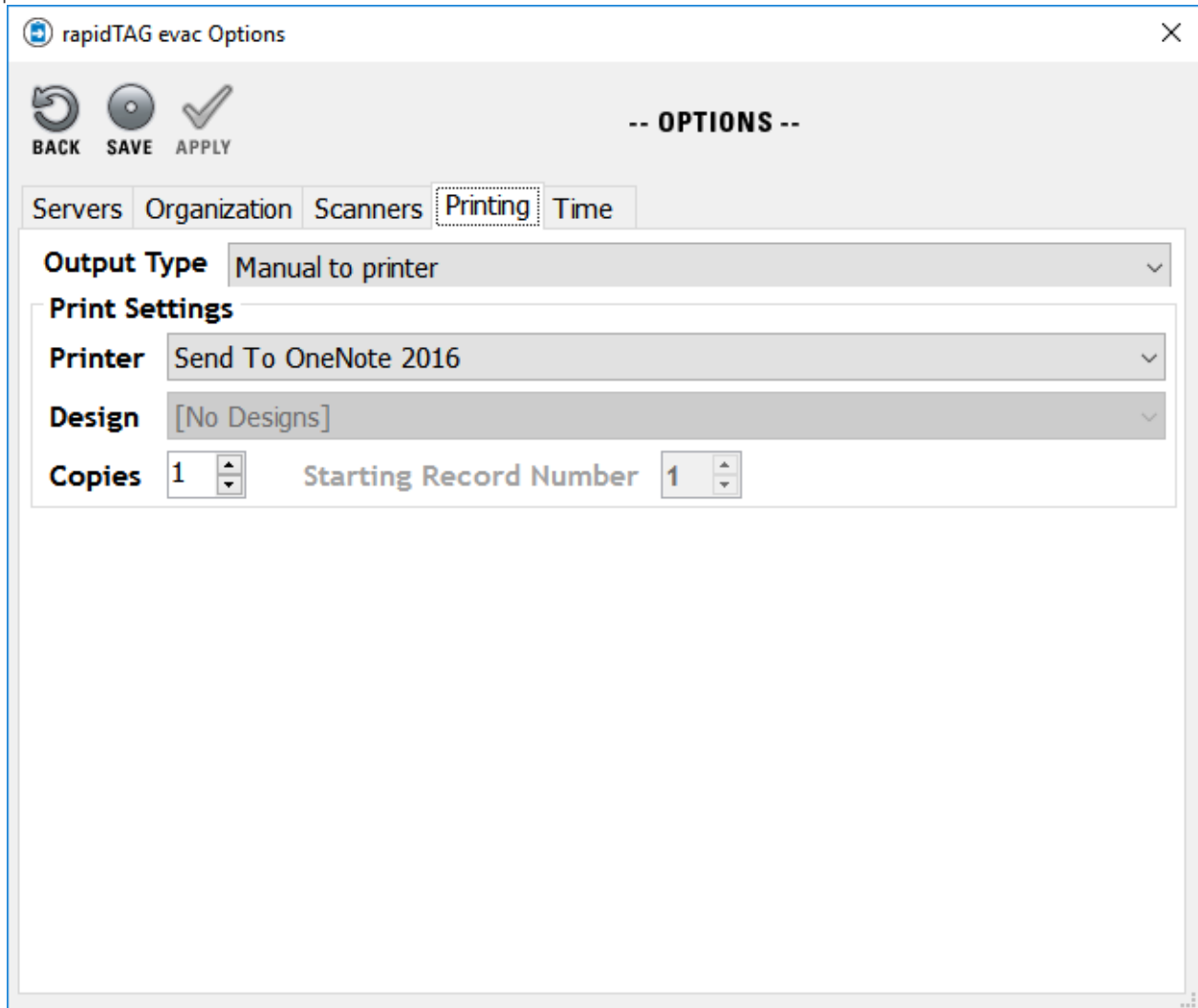
If this is the case, a drop-down is available to pick the correct device. Salamander-sold devices typically show as OMNIKEY in the beginning and end with CL. If multiple devices are installed, the final number will increase when the entry belongs to another device.

When the correct entry is selected, click OK to save and close the Smart Card Settings window.

2.4 Printing Tab

The printer and design for the various tags RAPID TAG EVAC can produce will be setup within the Printing tab. For a detailed listing of the tag designs available, refer to the Salamander Default Designs Resource Guide.

The Printing tab allows different printers and designs to be set for each type of printable tag, such as Companies, Equipment, and Responders.



The screenshot shows the 'rapidTAG evac Options' dialog box with the 'Printing' tab selected. At the top, there are icons for 'BACK', 'SAVE', and 'APPLY', followed by the text '-- OPTIONS --'. Below this is a tabbed interface with 'Servers', 'Organization', 'Scanners', 'Printing', and 'Time'. The 'Printing' tab is active, showing 'Output Type' set to 'Manual to printer'. Under 'Print Settings', 'Printer' is set to 'Send To OneNote 2016' and 'Design' is set to '[No Designs]'. At the bottom, 'Copies' is set to 1 and 'Starting Record Number' is set to 1. Both 'Copies' and 'Starting Record Number' have up and down arrows for adjustment.

Figure 2.4.1

The printer and tag design can be picked from the drop-down lists. The number of tags printed can also be adjusted by increasing or decreasing the Copies. A maximum of 5 copies can be printed for a single print job.

If multiple Salamander software products are installed on the computer, the designs from the other software will be available for use in RAPID TAG EVAC.

RAPID TAG EVAC can print tags to any printer, but some designs may not fully print, use multiple pages, or use small sections of a page if the printer is not using the correct stock or is not configured correctly.

A group of shared settings is at the bottom of the Printing tab.

The Output Company Members check box tells RAPID TAG EVAC to print individual tags for all company members when the company is printed. This is helpful if the company is built by adding individuals directly, instead of creating the company after the members are scanned into RAPID TAG.

Output Type Manual to printer

Figure 2.4.2

The Output Type allows for different actions to be taken when a new record is created.

Output Type

Manual to printer
Automatic to printer
Manual to printer
Automatic to smart card
Manual to smart card

Figure 2.4.3

These options are:

- Manual to Printer – The user needs to click Print for a tag to be produced.
- Auto to Printer – When a record is created and saved, a tag is automatically produced.
- Manual to Encoder – The user needs to click the Print button for a smart card to be encoded with data.
- Auto to Encoder – When a record is created and saved, the encoding process automatically starts.

The Encode options are used to send the record's data to a Smart or RFID Card.

NOTE: The encoder is always the same as the one chosen in [Section 2.3.3](#).

NOTE: The evacuee entry screen has a Print when Finished check box. This can be used to toggle between auto and manual print/encode.

2.5 Time Tab

The Time tab allows RAPID TAG to automatically synchronize its time with a specified time server or act as a time server for other devices. This functionality is rarely used in RAPID TAG as most computers and devices automatically synchronize with an international timer server.

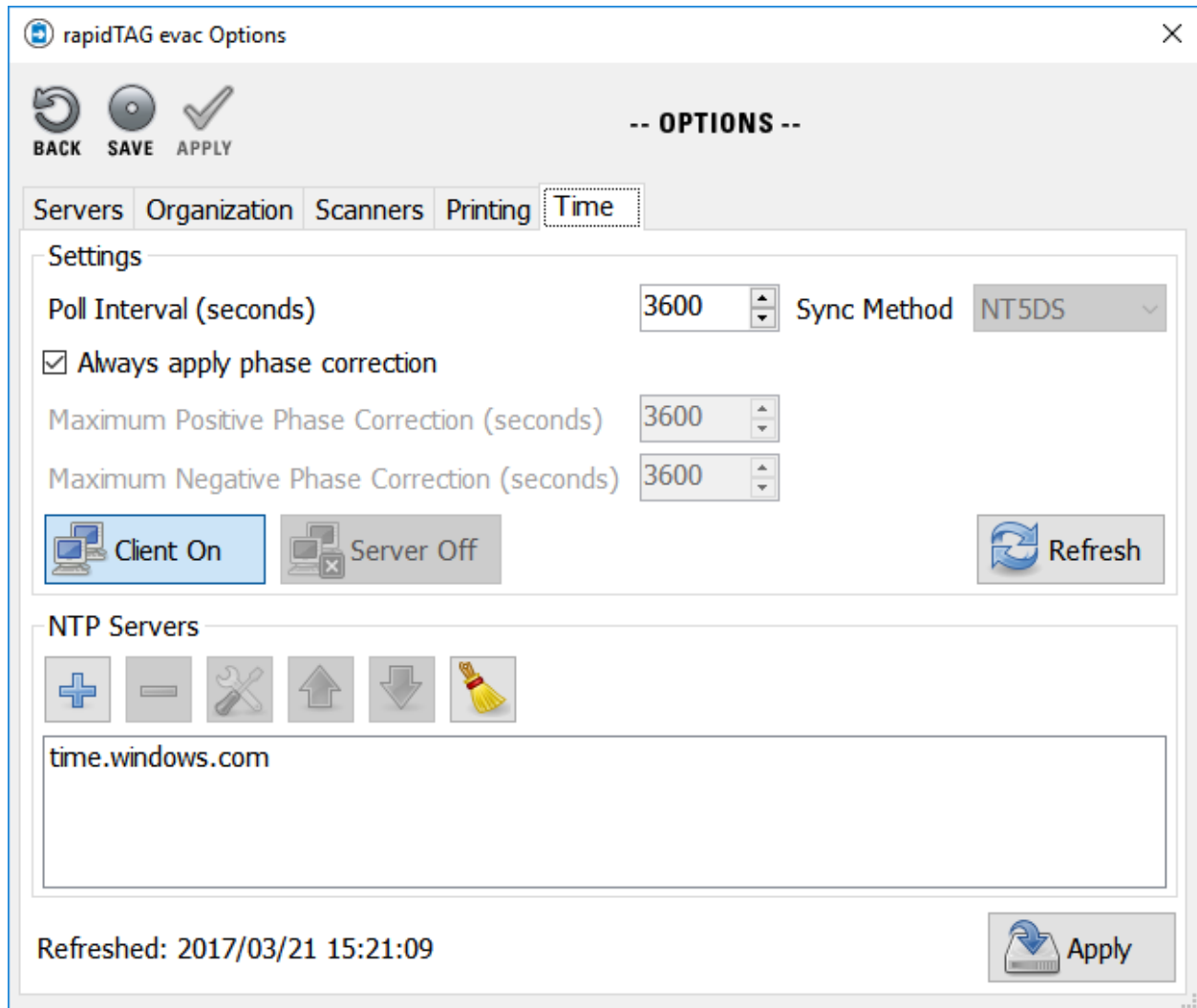


Figure 2.5.1

When initially clicking on the tab, a Windows Security Warning will appear. This needs to be agreed to before anything can be done in the Time tab.

To have RAPID TAG EVAC synchronize its time to a specific time server, the Client option must be on and a NTP Server must be created. The NTP Server information is unique and the administrator of the server will need to provide it.

If RAPID TAG EVAC will be acting as a time server, the Server option must be turned on. For other devices to connect to the RAPID TAG EVAC computer for time updates, the IP address of the computer must be entered in to their NTP Servers.

These settings are only active while RAPID TAG EVAC is running, and permission has been granted for the service to run. This means the RAPID TAG EVAC computer will default to the Windows time server after closing the program.

3 MEDICAL REFERENCE DATA SETUP IN SALAMANDERLIVE™

Before starting an activity, medical reference data must be entered in SalamanderLive™. Medical reference data are data that define the set of permissible values to be used by data fields in the RAPID TAG EVAC software. Reference data will typically be defined by an organization's standard operating procedures and policies. Only users with the assigned role "Incident Medical Ref" can add medical reference data. The Incident Medical Ref role will only be visible to accounts who have purchased RAPID TAG EVAC and will automatically be assigned to the main SalamanderLive™ administrator. The main account administrator can then assign the role to any additional users.

3.1 Assigning the Incident Medical Ref Role to Users

To assign a user the Incident Medical Ref role:

Step 1: Log in to SalamanderLive™ and click Admin at the top of the screen.

Step 2: Click Security Users

Step 3: Select the user to be assigned the role.

Step 4: The user's profile will open. Under the "Security Role" section, click the Incident Medical Ref role.

Step 5: The "Incident Medical Ref" role will appear under the "Assigned Roles" section. Enter the name of the organization this user should have access to for adding and editing medical reference data.

Step 6: To give the user the ability to add medical reference data to all organizations linked to the main organization, click the check box next to Include Children.

Step 7: Click Save.

The screenshot displays the SalamanderLive™ user profile interface. The top navigation bar includes the SalamanderLive™ logo and three icons: a back arrow, a save icon, and a delete icon. The main content area is divided into three panels: USER PROFILE, ASSIGNED FEATURES, and SECURITY ROLE.

USER PROFILE

- *User Name: salamandertrainer1
- ☐ New Password
- *Full Name: Salamander Trainer 1
- *E-Mail Address: moosewood@salamanderlive.com
- *Organization: SalLive Training
- Time Zone: (UTC-05:00) Eastern Time (US & ...)
- Linked Responder Record: ☐ Disabled

ASSIGNED FEATURES

- ☒ SalamanderLive™ (0001 [SalLive Training] Ending:20)
- ☒ GIS MAPPING (0001 [SalLive Training] Ending:20)
- ☒ 01 TAG APP (0001 [SalLive Training] Ending:20)
Device: 2016-03-03T18:52:26.994Z X
Device: 2016-03-10T14:29:52.691Z X
Device: 2016-03-03T18:40:40.918Z X
Device: 2016-03-10T14:34:33.165Z X
- ☒ 02 TRACK APP (0001 [SalLive Training] Ending:20)
Device: 2016-03-04T01:43:14.999Z X
Device: 2016-03-03T18:59:24.004Z X
- ☒ SALAMANDER IDENTITY VERIFICATION (SIV)

SECURITY ROLE

Choose a security role...

- Administrator
- Administrator-No Security
- App User - No Medical
- Incident Management
- Incident Medical Ref.**
- Org Admin - No Delete
- Read Only

Assigned Roles

- Administrator X
- SalLive Training ☒ Include Children X
add organization
- Incident Medical Ref. X**
SalLive Training ☒ Include Children X
add organization

Figure 3.1.1

3.2 Setting Reference Data for an Organization

The Medical Reference Data section appears under the “Admin” menu. The first line item will display the name of the organization in which reference data will be linked to. Reference data for each organization must be set up separately.

To set up reference data for a different organization:

- Step 1: From the “Admin menu, click the name of the Organization listed under the Medical Reference Data section.
- Step 2: In the “Set Organization” screen, click the drop-down.
- Step 3: All organizations, including children organizations will be listed. Click the Organization name.
- Step 4: Click Save.

With the organization set, reference data can now be entered in.

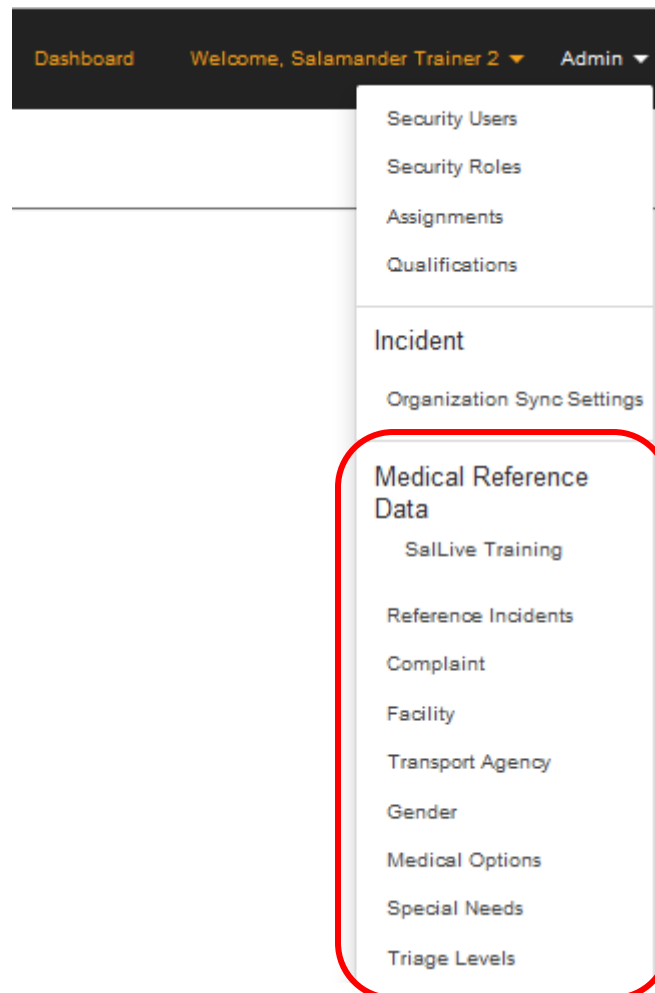


Figure 3.2.1

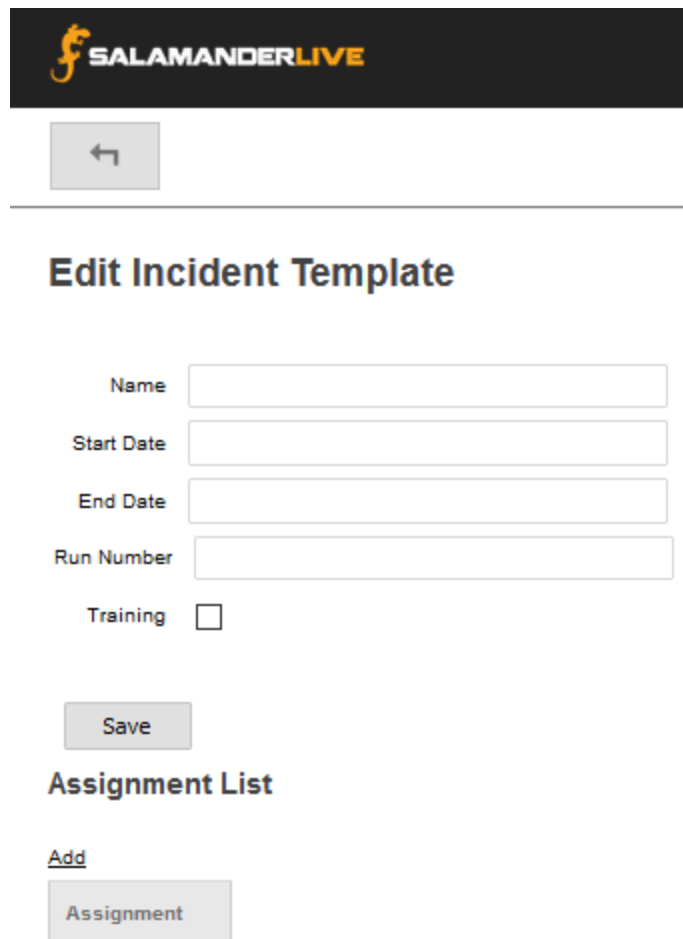
3.3 Adding Reference Incidents

Reference incidents can be prepared prior to an event in SalamanderLive™. These incidents are account-specific and only the organization which creates the incident can select it in RAPID TAG EVAC. This capability provides an organization-specific set of assignments to utilize when registering patients and evacuees in RAPID TAG EVAC.

To add a reference incident:

- Step 1: Click Reference Incidents from the Admin menu.
- Step 2: Click Add.
- Step 3: The "Edit Incident Template" will open. Enter a name for the reference incident (*optional*).
- Step 4: Enter a Start Date (*Required*).
- Step 5: Enter an End Date if known (*Optional*).
- Step 6: As an option, add an assignment list for this activity. Assignments will need to be added one at a time. To add an assignment, click Add.
- Step 7: The "Modify Assignment List" will open. Enter an assignment name.
- Step 8: Click Save.
- Step 9: Repeat steps 7-8 to add as many assignments as needed for this incident. When finished, click Save.

NOTE: Once a reference incident has been created, it cannot be deleted from the system. However, its information can be edited so it fits the next activity.



The screenshot shows the SalamanderLive interface. At the top is a black header with the SalamanderLive logo. Below the header is a grey button with a left-pointing arrow. The main section is titled "Edit Incident Template" in bold. It contains several input fields: "Name", "Start Date", "End Date", and "Run Number". Below these is a "Training" checkbox, which is currently unchecked. A "Save" button is located below the checkbox. Underneath the "Save" button is the section "Assignment List". In this section, there is a link labeled "Add" and a button labeled "Assignment".

Figure 3.3.1

3.4 Entering Medical Reference Data

There are four fields in RAPID TAG EVAC which hold organization-specific data for managing incidents. They are: Facility, Gender, Special Needs and Triage Levels.

Complaint, Transport Agency and Medical Options are listed as options in SalamanderLive™; however, these are not related to the RAPID TAG EVAC solution and will not be covered in this guide.

3.4.1 Facility

The Facility List houses a list of the organization's identified relocation facilities for evacuees and patients. These can take the form of general population shelters, special/medical needs facilities, and hospitals. Facilities will need to be added one at a time.

To add a facility to the list:

- Step 1: Click Facility from the Admin menu.
- Step 2: Click Add.
- Step 3: Enter the name of the facility.
- Step 4: Click Save.

Once saved, the facility will be a selectable option in the "Destination" field under the "Track" tab in the "Registration" form. To modify a facility, simply click Edit or Remove.

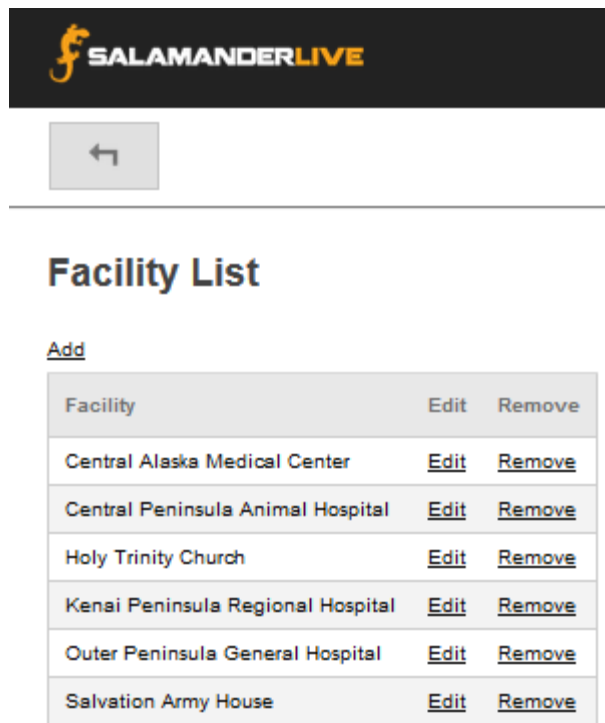
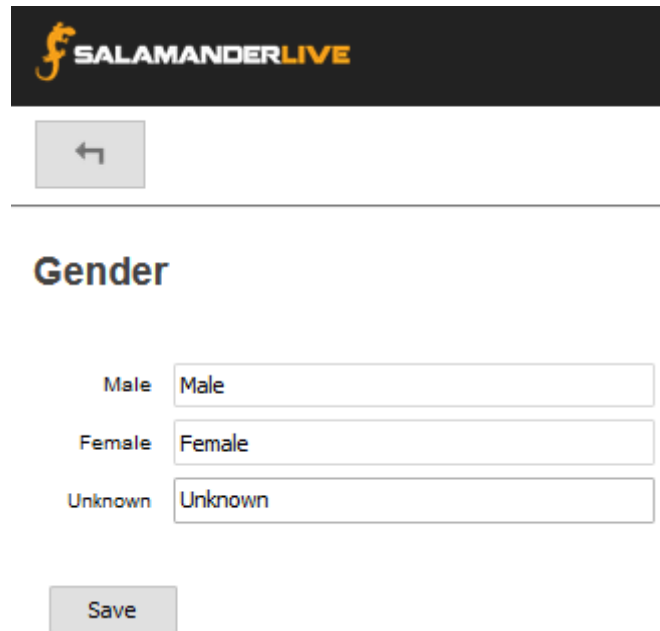


Figure 3.4.1.1

3.4.2 Gender

For Gender options to display as selectable options in the “Registration” form in RAPID TAG EVAC, data must be entered here. Simply type in Male, Female and Unknown in the matching fields and then click Save.



The screenshot shows the SalamanderLIVE interface. At the top is a black header with the SalamanderLIVE logo. Below the header is a grey button with a left-pointing arrow. The main section is titled "Gender" in bold. It contains three rows of input fields. The first row is labeled "Male" and contains a text box with "Male" entered. The second row is labeled "Female" and contains a text box with "Female" entered. The third row is labeled "Unknown" and contains a text box with "Unknown" entered. Below these fields is a grey "Save" button.

Figure 3.4.2.1

3.4.3 Special Needs

Evacuating people with disabilities and individuals with medical conditions requires specific consideration of their needs.

To add a special needs condition or category:

Step 1: Click Special Needs from the Admin menu.

Step 2: Click Add.

Step 3: The “Modify Special Needs List” will open. In the Special Needs field, enter the name of the condition or category (*required*). As an option, the default special needs list can be used. To use the default list, type None as the name. See Figure 3.4.3.2.

Step 4: Enter an identity code for the condition or category. If the default list is being used, enter in None.

Step 5: Enter the number for Sort Order. The sort order number is used to move more common or critical needs to the top of the list. If the default list is being used, enter in 1; which will prompt “None” as the first option within the Special Needs field selection list.

Step 6: Click Save.

Once saved, the condition or category will be a selectable option in the “Special Needs” field under the “Track” tab in the “Registration” form. To modify a special needs condition or category, simply click Edit or Remove.



Special Needs List

Add

Special Needs	Code	SortOrder	Edit	Remove
None	None	1	Edit	Remove

Figure 3.4.3.1

Special Needs

*Assignment

None

None

Deaf

Severe disabilities

Behavior disorder

Emotional disability

Cognitive disability

Non-verbal

Hard of hearing

Unable to speak

Uses synthetic speech

Communication disability

Wheelchair user

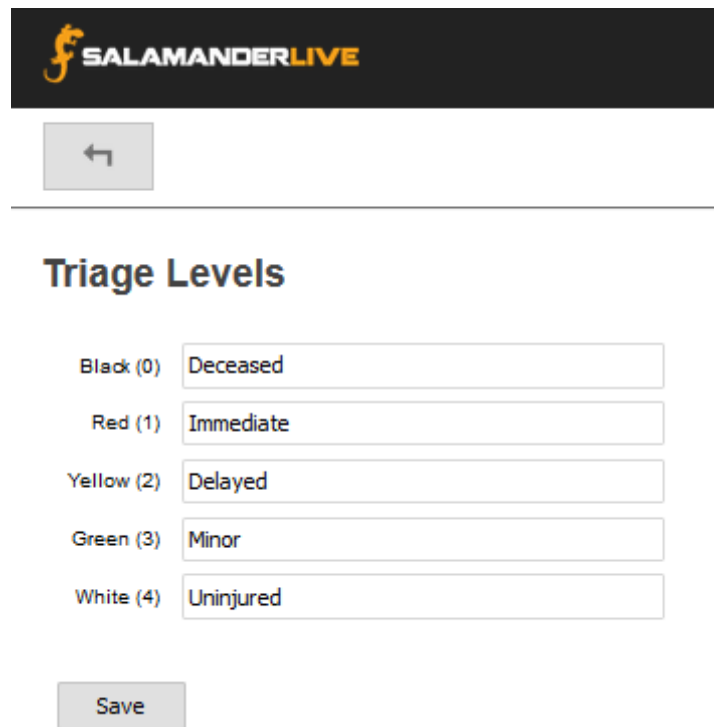
Physical disability

Multiple disabilities

Figure 3.4.3.2

3.4.4 Triage Levels

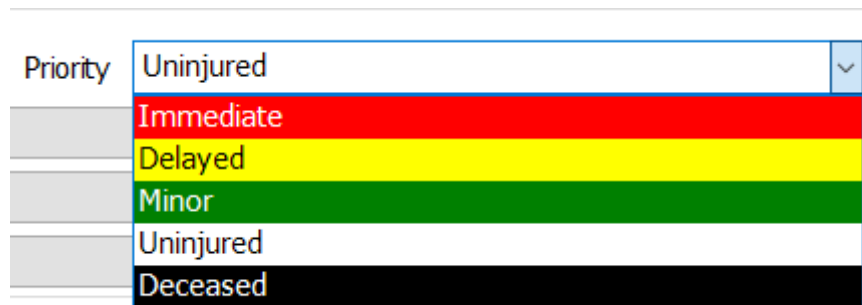
If the organization or emergency evacuation plan uses a patient classification system, that system can be entered here. RAPID TAG EVAC utilizes an advanced triage system with categories and color coding scheme so it is important the category entered matches the color code. See Figure 3.4.4.2. Once finished, click Save. Once saved, the triage categories will be selectable options in the "Priority" field under the "Track" tab in the "Registration" form.



Color	Level	Description
Black	(0)	Deceased
Red	(1)	Immediate
Yellow	(2)	Delayed
Green	(3)	Minor
White	(4)	Uninjured

Save

Figure 3.4.4.1



Priority	Selected
Uninjured	Selected
Immediate	
Delayed	
Minor	
Uninjured	
Deceased	

Figure 3.4.4.2

4 STARTING AND ENDING AN ACTIVITY

Before or after an activity is started, the Name and Number fields are editable by clicking on them. Creating a recognizable name makes it easier to find the activity in SalamanderLive™ and the 02 TRACK APP. The Number can be used to associate the activity to other paperwork.

NOTE: Only one activity can be running at a time, and once an activity is ended, it can no longer be accessed in RAPID TAG EVAC.

4.1 Starting an Activity

Before starting a new activity, it is important to have RAPID TAG EVAC pull the latest medical reference data from SalamanderLive™. This is done by going to Action > Get External Data or clicking F9 on the keyboard.

Actions	
Start Incident	F2
Register Evacuee...	F3
Edit Evacuee...	F4
Print Badge...	F5
Test Server	F7
Send to Server	F8
Get External Data	F9
Refresh Display	F10

Figure 4.1.1

To start a new activity:

Step 1: Click Start.

Incident Information

Start

Name<No Incident>

Number<No Incident>

Evacuee Count0

Figure 4.1.2

Step 2: The “Edit Incident Information” window will open. RAPID TAG EVAC will automatically generate a unique Incident Name and Number; however, this information can be edited by clicking the field and entering the new information. Additionally, the activity can be associated with an External Incident created following the steps in Section 2. This is done by selecting the appropriate activity name in the incident drop-down.

Edit Incident Information

Incident **Device**

Enter Incident Information

Name: rapidTAG evac 170321203014373

Number: 170321203014373

External Incident

Incident: [Select External Incident]

Assignment: [Select External Incident]
Evacuation Drill
Wild Fire

OK Cancel

Figure 4.1.4

Step 3: After an Activity is chosen, a primary Assignment for RAPID TAG EVAC can be chosen from the Assignment drop-down. These Assignments are preconfigured and cannot be added too or changed in RAPID TAG EVAC. If they do need to be edited, this can be done by following the directions in Section 2. After all information is filled out as needed, click OK to start the activity.

Edit Incident Information

Incident **Device**

Enter Incident Information

Name: rapidTAG evac 170321203014373

Number: 170321203014373

External Incident

Incident: Wild Fire

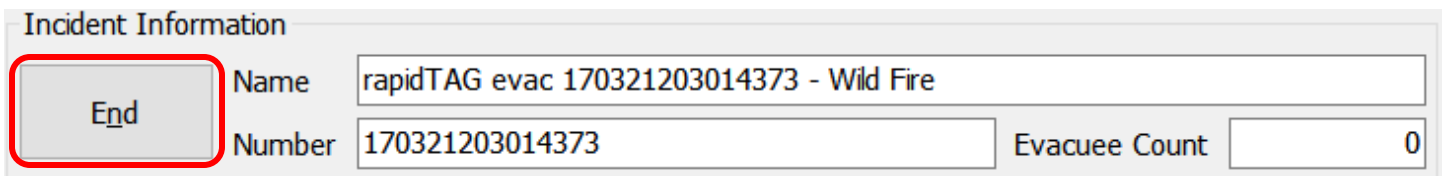
Assignment: [Choose Default Assignment]
[Choose Default Assignment]
Check-In
Check-Out
Division A
Division B
Ground Support
Medical Unit

OK Cancel

Figure 4.1.5

4.2 Ending an Activity

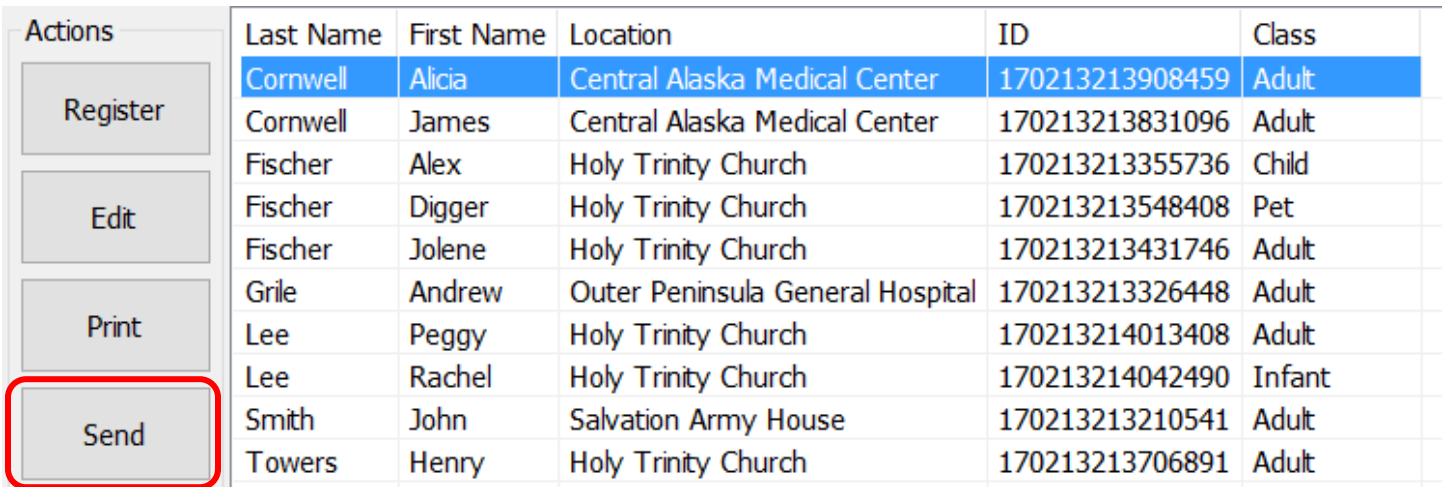
After an activity is complete, click End to stop and close the activity.



The screenshot shows a form titled "Incident Information". On the left, there is a vertical column of buttons: "End", "Register", "Edit", "Print", and "Send". The "End" button is highlighted with a red rectangle. To the right of these buttons are three input fields: "Name" with the value "rapidTAG evac 170321203014373 - Wild Fire", "Number" with the value "170321203014373", and "Evacuee Count" with the value "0".

Figure 4.2.1

If the SalamanderLive™ or COMMAND server is connected, it is important to first click Send before ending the activity. This step ensures any unsent data is sent to the connected server.



The screenshot shows a table of evacuees and an "Actions" menu on the left. The "Actions" menu has buttons for "Register", "Edit", "Print", and "Send". The "Send" button is highlighted with a red rectangle. The table has five columns: "Last Name", "First Name", "Location", "ID", and "Class".

Last Name	First Name	Location	ID	Class
Cornwell	Alicia	Central Alaska Medical Center	170213213908459	Adult
Cornwell	James	Central Alaska Medical Center	170213213831096	Adult
Fischer	Alex	Holy Trinity Church	170213213355736	Child
Fischer	Digger	Holy Trinity Church	170213213548408	Pet
Fischer	Jolene	Holy Trinity Church	170213213431746	Adult
Grile	Andrew	Outer Peninsula General Hospital	170213213326448	Adult
Lee	Peggy	Holy Trinity Church	170213214013408	Adult
Lee	Rachel	Holy Trinity Church	170213214042490	Infant
Smith	John	Salvation Army House	170213213210541	Adult
Towers	Henry	Holy Trinity Church	170213213706891	Adult

5 ADDING EVACUEES

After an activity is started, evacuees can be added through two different methods.

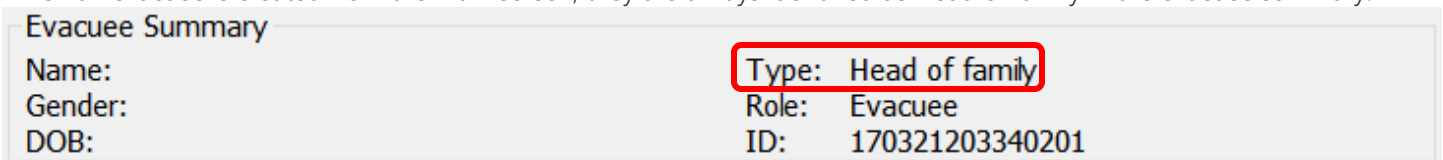
The first, and preferred method is to scan a barcode, mag stripe, or smart card from the main screen of a tab. This method will add any data stored on the card to the corresponding fields in RAPID TAG EVAC.

NOTE: If the stored data is not recognized by RAPID TAG EVAC, an 'Unknown Scan, Not Support' error will appear.

NOTE: Cards must be scanned from the main screen.

The second method is to click the Register button in the required tab. Using this method, all required fields will need to be typed in manually.

When an evacuee is created from the main screen, they are always identified as Head of family in the evacuee summary.



The screenshot shows a form titled "Evacuee Summary". It has two columns of information. The left column contains "Name:", "Gender:", and "DOB:". The right column contains "Type: Head of family", "Role: Evacuee", and "ID: 170321203340201". The "Type: Head of family" text is highlighted with a red rectangle.

Figure 5.1

5.1 Evacuee Tab

After registering an evacuee, the Evacuee Registration Information windows appears with the Evacuee tab selected.

Evacuee Summary

Name:

Gender:

DOB:

Type: Head of family

Role: Evacuee

ID: 170321203249042

Evacuee

Track

Miscellaneous

Family

Personal Information

*First Name

Middle Name

*Last Name

Class

[Choose Class]

Gender

Unknown

Date of Birth

3/21/2017

Address

Line 1

Line 2

City

Country

United States

State

[None]

Zip Code

☐ Print when finished

< Previous

Next >

Finish

Cancel

Figure 5.1.1

This tab has three required fields, one requiring data from SalamanderLive™. These fields are:

- First Name – The evacuees first name. This may be populated if an ID is scanned to start the new record.
- Last Name – The evacuees last name. This may be populated if an ID is scanned to start the new record.
- Gender – The evacuees gender. This field requires data to be pulled from SalamanderLive™ to populate the drop-down options.

After filling in the required fields, click Next to continue.

5.1 Track Tab

The Track tab contains information related to the evacuee's location and medical situation. Destination, Special Needs, and Priority contained data initially entered in SalamanderLive™. To see how this is entered in SalamanderLive™, refer to the relevant areas of Section 2.

Assignment is related to the External Incident and can only be modified in SalamanderLive™.

ID is required, but RAPID TAG EVAC will auto-generate a number for use. This number can be modified.

NOTE: Priority is a required field and if no data is present from SalamanderLive™, the evacuee record will not save.

The screenshot shows a software window titled "Evacuee Registration Information (New)" with a close button (X) in the top right corner. The window is divided into several sections. The top section, "Evacuee Summary", contains fields for Name, Gender, and DOB on the left, and Type (Head of family), Role (Evacuee), and ID (170321203340201) on the right. Below this is a tabbed interface with four tabs: "Evacuee", "Track" (which is selected and highlighted with a dotted border), "Miscellaneous", and "Family". The "Track" tab contains a "Tracking Information" section with four rows: "*ID" with the value 170321203340201, "Priority" with a dropdown menu showing "White", "Destination" with a dropdown menu showing "[Choose Location]", and "Special Needs" with a dropdown menu showing "None". Below these is a row for "*Assignment" with a dropdown menu showing "Check-In". At the bottom of the window, there is a checkbox labeled "Print when finished" and four buttons: "< Previous", "Next >", "Finish", and "Cancel".

Figure 5.2.1

5.2 Miscellaneous Tab

The Miscellaneous Tab allows additional information about an individual to be entered so they are easier to identify later. None of this information is required.

Evacuee Registration Information (New)

✕

Evacuee Summary

Name:

Type: Head of family

Gender:

Role: Evacuee

DOB:

ID: 170321203340201

Evacuee

Track

Miscellaneous

Family

Miscellaneous Information

SSN

____-____-____

Mother's Maiden Name

Driver's License (State or Military ID)

Number

Issued On

☐ 3/21/2017

State

Michigan

Expires On

☐ 3/21/2017

☐ Print when finished

< Previous

Next >

Finish

Cancel

Figure 5.3.1

5.3 Family Tab

Family Tab shows any family members related to the individual selected. To add a member to the family, click Add New and a new Evacuee Registration Information form will appear. The new form will have Family Member as the type as seen in Figure 5.4.2.

The screenshot shows a software window titled "Evacuee Registration Information (New)". At the top, there is a summary section with the following details: Name, Gender, and DOB on the left; and Type: Head of family, Role: Evacuee, and ID: 170321203340201 on the right. Below this is a tabbed interface with four tabs: "Evacuee", "Track", "Miscellaneous", and "Family". The "Family" tab is selected and highlighted with a dashed border. Under the "Family" tab, there is a table with columns: "Last Name", "First Name", "Location", "Identity Code", and "Class". The first row of the table contains the text "Head of Family" under "Last Name" and "170321203340201" under "Identity Code". To the right of the table is a vertical stack of buttons: "Add New" (highlighted with a red rectangle), "Search", "Remove", and "Edit". At the bottom of the window, there is a checkbox labeled "Print when finished" and four buttons: "< Previous", "Next >", "Finish", and "Cancel".

Figure 5.4.1

This is a close-up of the "Evacuee Summary" section from the previous figure. It displays the following information: Name, Gender, and DOB on the left; and Type: Family member, Role: Evacuee, and ID: 170322152310128 on the right. The "Type: Family member" text is highlighted with a red rectangle.

Figure 5.4.2

6 SENDING DATA

Data can be sent from any tab at any time by clicking the Send button or F8 on the keyboard.

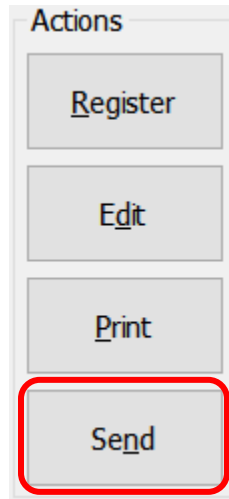


Figure 6.1

To ensure the data is sent properly, the Server tab (see [Section 2.1](#)) and Organization tab (see [Section 2.2](#)) must be filled in with proper values.

NOTE: The Organization information must be set to a valid Organization in SalamanderLive™ BEFORE an activity is started in RAPID TAG. If an activity is started without proper values, it must be Ended before the Organization information can be changed. Depending on the setup, this could result in any data from the previous activity being lost.

The Server information can be changed at any time before or after an activity is started. RAPID TAG will check to make sure the server selected is valid, and display the server name and status in the lower left of the main screen.

NOTE: Data can also be sent by pressing F2 on the keyboard or from the Actions menu.

7 RUNNING REPORTS

Reports for RAPID TAG EVAC are activity-specific and can only be run in SalamanderLive™ or COMMAND. Reports can be used for anything from organizing information after an event as a reference for future similar events or to compile and share information with other necessary clients, evacuation and rescue teams, et cetera. Each report compiles information in a different way and will each be useful in specific instances.

7.1 Patient & Evacuee Reporting in SalamanderLive™

To access patient and evacuee reporting in SalamanderLive™, click the TRACK tab > Click View All Incidents. For accurate reporting, all related incidents must first be joined before clicking on any incident reports.

To view patient and evacuee reports:

- Step 1: Click the check boxes next to the name of the incidents to be joined.
- Step 2: Click Join Incidents.
- Step 3: A gray box will pop up at the bottom of the screen to confirm the joining of the selected incidents. To confirm, click Yes.
- Step 4: Click the “joined incident”.
- Step 5: A summary of the incident will display. Click Reports.

From the list of reports available in SalamanderLive™, the following contain data pulled from RAPID TAG EVAC: Patient Activity, Patient Assignment, Patient by Summary, Patient Destination, and Patient Triage Priority. Each report will be useful in specific scenarios, based on the event that occurred and the information needed from RAPID TAG EVAC for that activity.

7.1.1 Patient Activity Report

The Patient Activity Report shows the RAPID TAG EVAC activity name and number, the patient's name and ID, their assignment, triage priority, time stamp in and out of the activity, and the total elapsed time the patient was at the activity.

Patient / Evacuee Activity Report				
Assignment	Time In	Time Out	Assigned Time	Elapsed Time
rapidTAG evac 170213213156539				
Smith John 170213213210541	Triage Priority: White			
Registered	2/13/2017 3:32:59 PM	3/27/2017 5:44:10 PM	1009:11:11	1009:11:11
			Total Time	1009:11:11
Grile Andrew 170213213326448	Triage Priority: Yellow			
Registered	2/13/2017 3:33:51 PM	3/27/2017 5:44:10 PM	1009:10:19	1009:10:19
			Total Time	1009:10:19

Figure 7.1.1.1

7.1.2 Patient Assignment Report

The Patient Assignment Report shows a list of patients with their name, ID, assignment, the time stamp in and out of the activity, and the total elapsed time the patient was at the activity.

Patient / Evacuee Assignment Report						
Last Name	First Name	Identity Code	Assignment	Time In	Time Out	Assigned Time
Smith	John	170213213210541	Registered	02/13/2017 15:32:59	03/27/2017 17:49:32	1009:16:32
Grile	Andrew	170213213326448	Registered	02/13/2017 15:33:51	03/27/2017 17:49:32	1009:15:41

Figure 7.1.2.1

7.1.3 Patient Summary by Assignment Report

The Patient Summary by Assignment Report lists patients by triage priority, including patient ID, name, destination, time into the assignment, and the assignment name.

Patient / Evacuee Summary Report							
Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
Registered							
Red	170213213527792	Wert, Kenneth		Central Alaska Medical Center	/	2/13/2017 3:35:42 PM	Registered
Red	170213213831096	Cornwell, James		Central Alaska Medical Center	/	2/13/2017 3:39:38 PM	Registered
Yellow	170213213908459	Cornwell, Alicia		Central Alaska Medical Center	/	2/13/2017 3:39:38 PM	Registered

Figure 7.1.3.1

7.1.4 Patient Destination Report

The Patient Destination Report shows similar information as the Patient Summary by Assignment Report, however, this information is sorted differently. Rather than one long list of patients and their corresponding information, this report sorts patients by their destination and breaks them out into separate tables for each destination.

Patient / Evacuee Summary Report							
Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
Central Alaska Medical Center							
Red	170213213527792	Wert, Kenneth		Central Alaska Medical Center	/	2/13/2017 3:35:42 PM	Registered
Red	170213213831096	Cornwell, James		Central Alaska Medical Center	/	2/13/2017 3:39:38 PM	Registered
Yellow	170213213908459	Cornwell, Alicia		Central Alaska Medical Center	/	2/13/2017 3:39:38 PM	Registered

Figure 7.1.4.1

7.1.5 Patient Triage Priority Report

The Patient Triage Priority Report displays similar information to the Patient Summary by Assignment and Patient Destination reports; however, the information is sorted by the triage priority and breaks them out into separate tables for each priority level.

Patient / Evacuee Summary Report							
Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
Red (1)							
Red	170213213527792	Wert, Kenneth		Central Alaska Medical Center	/	2/13/2017 3:35:42 PM	Registered
Red	170213213831096	Cornwell, James		Central Alaska Medical Center	/	2/13/2017 3:39:38 PM	Registered

Figure 7.1.5.1

7.2 Patient & Evacuee Reporting in COMMAND

To view patient and evacuee reports in COMMAND:

Step 1: Click the FIND tab on the "START INCIDENT" screen, to find an activity that was run in RAPID TAG EVAC.

COMMAND

BACK SAVE

-- START INCIDENT --

NEW FIND

Run Number

Organization Lake Cnty Health Center

Name

Start Date 3/ 4/2017 20:27

End Date 3/ 4/2017 20:27

Location

Type <Select Type>

Template

☐ Training

Figure 7.2.1

Step 2: Activities are organized by Start and End Dates. Click the name of the activity.

COMMAND

BACK SAVE

-- START INCIDENT --

NEW FIND

Incidents

Search

Description	Run Number	Start Date	End Date	Training
		2/21/2017 8:11:00 AM	2/21/2017 8:19:58 AM	False
		2/21/2017 8:10:00 AM	2/27/2017 7:57:06 PM	False
		2/16/2017 8:19:00 PM	2/16/2017 8:25:34 PM	False

Figure 7.2.3

Step 3: On the COMMAND main screen, click Report.

COMMAND

File Incident Report View Help

POST LOG MAP

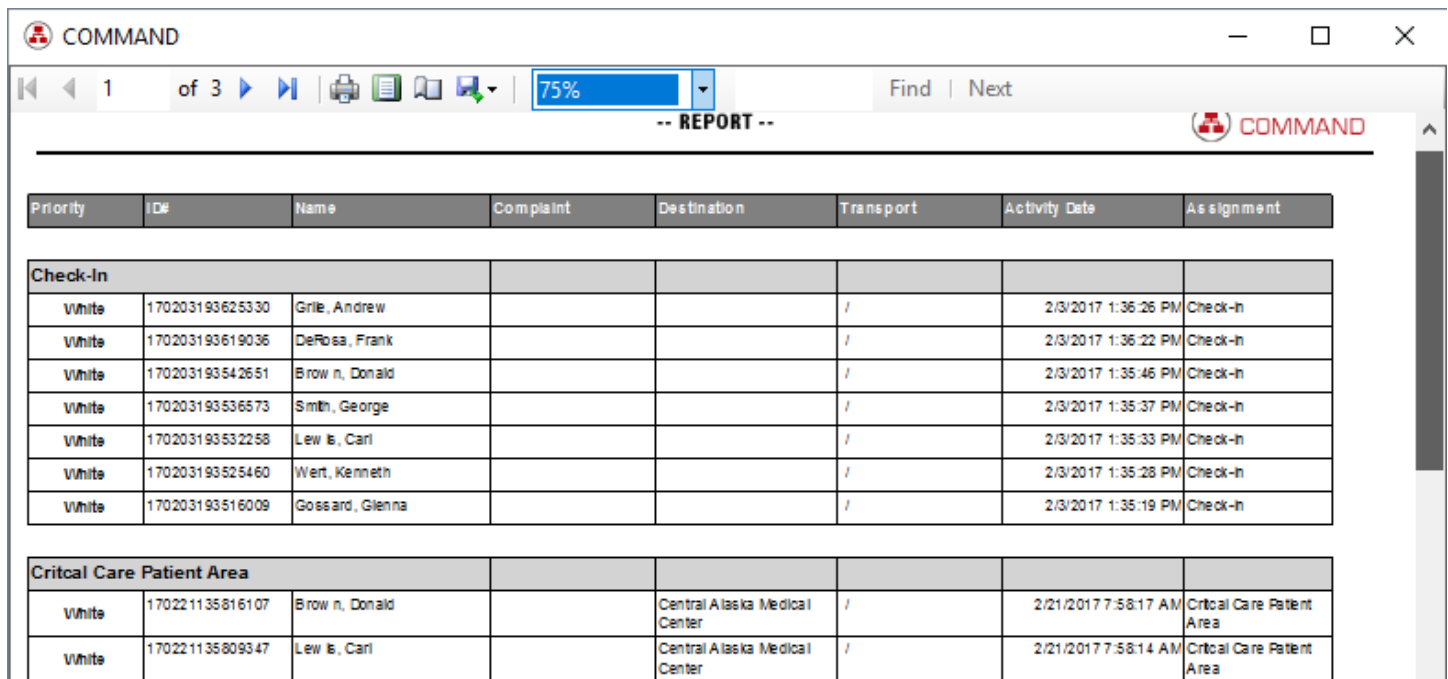
Figure 7.2.4

From the list of reports available in COMMAND, the following contain data pulled from RAPID TAG EVAC: Patient Summary by Assignment, Patient Summary by Destination, and Patient Summary by Triage reports.

All COMMAND patient reports show the same information: Priority, the patient ID number, name, destination, activity date, and assignment. The difference between each report is only in how the information is organized. No matter which report is pulled, there will be the option to print the report or download an Excel, Word, or PDF version of the report.

7.2.1 Summary by Assignment Report

The Summary by Assignment report organizes the information Assignment, breaking each Assignment role into different tables.

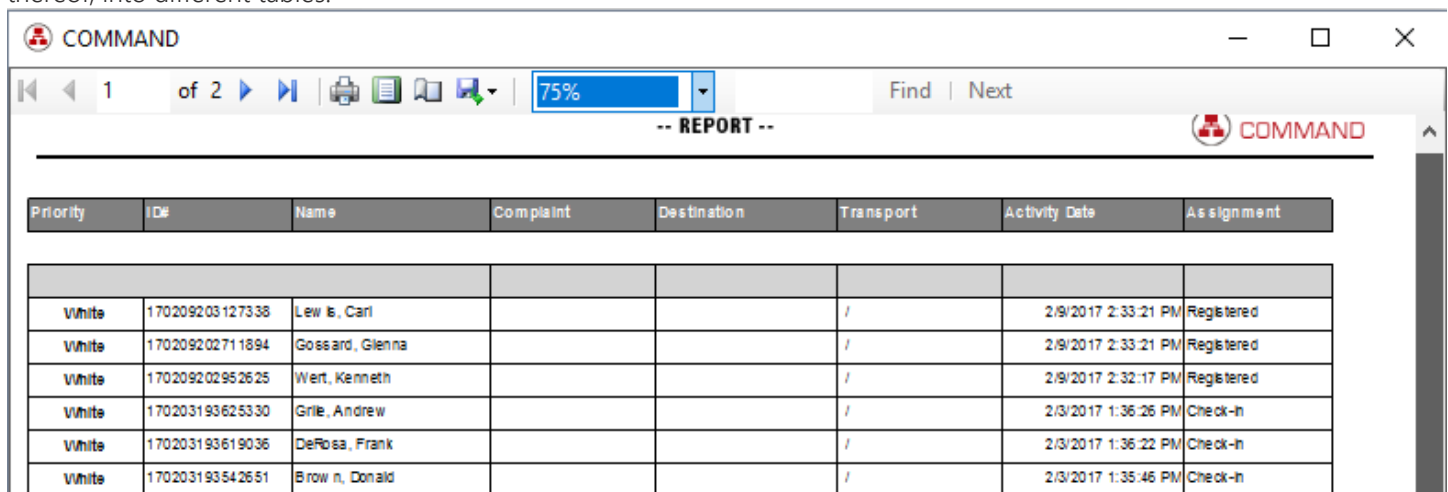


Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
Check-In							
White	170203193625330	Grile, Andrew			/	2/3/2017 1:36:26 PM	Check-in
White	170203193619036	DeRosa, Frank			/	2/3/2017 1:36:22 PM	Check-in
White	170203193542651	Brown, Donald			/	2/3/2017 1:35:46 PM	Check-in
White	170203193536673	Smith, George			/	2/3/2017 1:35:37 PM	Check-in
White	170203193532258	Lewis, Carl			/	2/3/2017 1:35:33 PM	Check-in
White	170203193525460	Wert, Kenneth			/	2/3/2017 1:35:28 PM	Check-in
White	170203193516009	Gossard, Glenna			/	2/3/2017 1:35:19 PM	Check-in
Critical Care Patient Area							
White	170221135816107	Brown, Donald		Central Alaska Medical Center	/	2/21/2017 7:58:17 AM	Critical Care Patient Area
White	170221135809347	Lewis, Carl		Central Alaska Medical Center	/	2/21/2017 7:58:14 AM	Critical Care Patient Area

Figure 7.2.1.1

7.2.2 Summary by Destination Report

The Summary by Destination report organizes the information by Destination, breaking each Destination location, or lack thereof, into different tables.

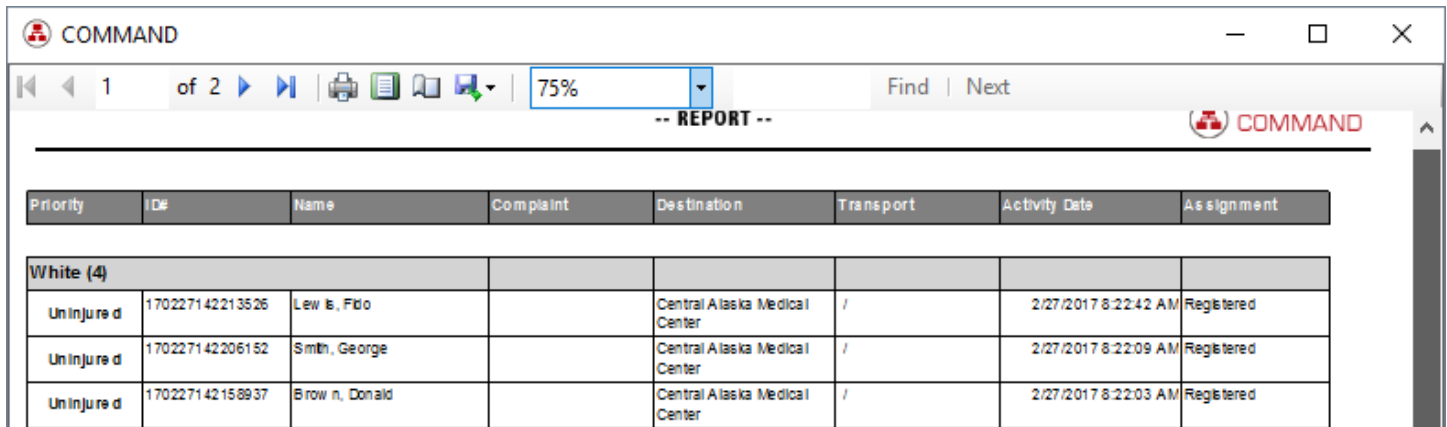


Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
White	170209203127338	Lewis, Carl			/	2/9/2017 2:33:21 PM	Registered
White	170209202711894	Gossard, Glenna			/	2/9/2017 2:33:21 PM	Registered
White	170209202952625	Wert, Kenneth			/	2/9/2017 2:32:17 PM	Registered
White	170203193625330	Grile, Andrew			/	2/3/2017 1:36:26 PM	Check-in
White	170203193619036	DeRosa, Frank			/	2/3/2017 1:36:22 PM	Check-in
White	170203193542651	Brown, Donald			/	2/3/2017 1:35:46 PM	Check-in

Figure 7.2.2.1

7.2.3 Summary by Triage Report

The Summary by Triage report organizes the information by Triage Priority, breaking each Level of Priority into different tables.



Priority	ID#	Name	Complaint	Destination	Transport	Activity Date	Assignment
White (4)							
Uninjured	170227142213526	Lewis, Fabio		Central Alaska Medical Center	/	2/27/2017 8:22:42 AM	Registered
Uninjured	170227142206152	Smith, George		Central Alaska Medical Center	/	2/27/2017 8:22:09 AM	Registered
Uninjured	170227142158937	Brown, Donald		Central Alaska Medical Center	/	2/27/2017 8:22:03 AM	Registered

Figure 7.2.3.1

8 CONTACT US

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