

## Upcoming WATrac Trainings and Meetings

WATrac is an online communication system used by Washington healthcare agencies to coordinate daily activities, prepare for and respond to emergency events, as well as facilitates effective and efficient information sharing to support a more prepared and resilient healthcare system. We rely on the system users' knowledge in order for WATrac to function properly. We are offering opportunities to attend WATrac training sessions in order to obtain the necessary knowledge and skills. This is a great opportunity to be able to ask questions about the system during training. We try to make these trainings engaging, informative, and a great learning experience by having some hands-on portions of the training. If these dates and times listed below will not work for your schedule or you would like to schedule a training session for a group of your staff, please reach out to us to schedule the training as we are happy to accommodate schedules as needed.

WATrac New User Orientation – This Orientation is designed for new users of WATrac, as a refresher for current users and as a prerequisite for WATrac Specialist Training. Training will cover basic navigation of the WATrac System, Updating beds and ED Status(for hospitals), what is a boarder and how to account for them in your agency. Lastly you will review the Availability Status Module and gain understanding how this is used for day to day situational awareness.

WATrac Specialist Training – WATrac Specialists will learn to create new accounts, deactivate accounts, receive an overview of Patient Tracking Training as well as Command Center. WATrac Specialists will be responsible for maintaining their agency staff accounts, agency information, and provide training to new users within their organization. They will assist users in troubleshooting and work closely with the WATrac State Admins in maintaining system security and integrity. Attendees must have attended a New User Orientation previously as this will build on the basics of orientation.

WATrac Patient Tracking Training – This is a 2-hour training. The first hour of the training is an overview of the Patient Tracking Module. It is intended to be for all users that need to have a basic knowledge of Patient Tracking and how it works. This is ideal for ESF-8 Responders, Hospital Emergency Managers, DMCC's, Fire/EMS Agencies, and any other users that might be needed during a response to an MCI or facility evacuation. The second hour of this training is intended for those users that would be responsible for entering patient information or overseeing and assisting those entering the patient information. Users will be able to practice entering patient information as well as making updates to patient information entered. This is a hands-on training, and all users will have the opportunity to enter information and ask questions while doing it.

WATrac Alerts Training (NEW) – This is an hour and a half training. We will cover the basics of sending Alerts within WATrac, talk about best practices for information to include: What to send, who to send to, and how far to send. This training is designed for DMCC's, WMCC, Public Health, Emergency Management, Hospitals, and other agencies that might need to send alerts within the WATrac System for emergency notifications.

WATrac Steering and Statewide User Group Meetings – These meetings are held throughout the year and consist of two group that oversee the WATrac Platform. We gather a group of active users from a variety of agencies to help determine the functionality and improvements needed for the system. If you are interested in being a part of the WATrac Statewide User Group, please reach out to us for more information.

To sign up for a training listed below, please email WATrac Support, [watrac@nwhrn.org](mailto:watrac@nwhrn.org).

#### April 2024

- 4/3 WATrac New User Orientation 10am-11am
- 4/10 WRAP-EM Chemical Response Tabletop Exercise 12pm-3pm
- 4/10 WATrac Specialist Training 10am-11am
- 4/17 WATrac Alerts Training 10am-11:30am (NEW)
- 4/24 WATrac Patient Tracking Training 10am-12pm

#### May 2024

- 5/1 WATrac New User Orientation 10am-11am
- 5/6 – 5/10 NDMS Exercise - Tabletop and Live Exercise
- 5/7 Spring Communications Drill – This will be a “low notice” drill. Time will not be announced.
- 5/8 WATrac Specialist Training 10am-11am
- 5/15 WATrac Steering Committee Meeting 10am-11:30am
- 5/22 WATrac New User Orientation 10am-11am
- 5/23 Medical Response and Surge Exercise (MRSE) 9am-12pm (time subject to change)
- 5/29 WATrac Patient Tracking Training 10am-12pm

#### June 2024

- 6/5 WATrac New User Orientation 10am-11am
- 6/12 WATrac User Group Meeting 10am-11:30am