

# SA Health Emergency Management System (SAHEMS)

## *How to complete an “Extreme Heat Report”*



# LOGGING INTO SAHEMS (TRAINING ENVIRONMENT)

Log into SAHEMS – <http://training.sahems.enee.com.au> (preferred browser - [Google Chrome](#) or [Mozilla Firefox](#))



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## Sign In

  
  
- Select Network -

Remember Me

Sign In

[Forgot Password](#)

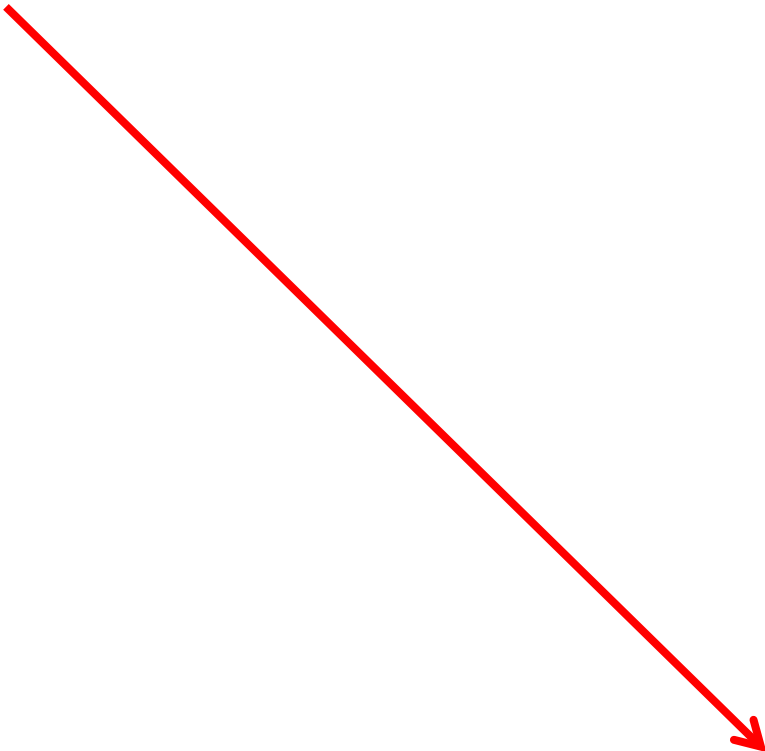
Username - *email address*  
Password - *your password*  
Network - *'your LHN'*



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Confirm your details (these populate in the 'live' contact list)



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### Update your details

Email Address

Phone

Mobile



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# TAKING A ROLE

Before you can do anything in SAHEMS, you MUST have a role.

To take a role, click on the “(none)” next to “Your Current Role”.

The screenshot displays the SAHEMS user interface. At the top right, the user's profile is shown as 'Shane Bolton'. Below this, the text 'Your Current Role: (none)' is highlighted with a red box, and a red arrow points to it from the text above. To the right of this text is 'Your Current Network: CALHN'. The main dashboard area is titled 'My Dashboard' and shows a grid of activity cards: 'My Incidents' (1), 'My Forms' (0), 'My Activities' (0), 'My Notifications' (0), and 'My Pending Activities' (0). A sidebar on the left contains navigation options like 'My Dashboard', 'My Incidents', 'My Forms', 'My Activities', 'My Notifications', 'My Pending Activities', 'My Activity Logs', 'My Sent High Priority Notifications', 'My Drafts', 'People & Roles', 'Incidents', 'Resources', 'Special Forms', and 'Help'. The bottom of the dashboard shows a list of incidents, with one entry: 'Woodside - Fire...' from '10 Days 2 Hours 45 Minutes ago'.

If there is no Bronze Commander logged in, then you will need to 'take' the Bronze Commander role for your Site. To do this for the RAH, click on the RAH Health Bronze Command tree.

The screenshot displays the SAHEMS Role Board interface. The top navigation bar includes the SAHEMS logo, a search bar, and user information for Shane Bolton. The left sidebar contains navigation options: My Stuff, People & Roles (highlighted), Role Board, Contact List, Incidents, Resources, Special Forms, and Help. The main content area is titled 'Role Board' and features a 'Role Tree' section. The Role Tree includes a search bar and buttons for 'Show Assigned Roles', 'Show All Networks', 'Expand all', and 'Collapse all'. The tree lists several commands: CALHN Health Silver Command, Health Silver Commander - CALHN, Glenside Health Bronze Command, HRH Health Bronze Command, RAH Health Bronze Command (highlighted with a red box), and TQEH Health Bronze Command. A red arrow points from the top right towards the RAH Health Bronze Command entry.

You will then see the RAH Bronze Commander appear, click on the RAH Bronze Commander

The screenshot displays the SAHEMS Role Board interface. The top navigation bar includes the SAHEMS logo, a search icon, and user information for Shane Bolton. The left sidebar contains navigation options: My Stuff, People & Roles (highlighted), Role Board, Contact List, Incidents, Resources, Special Forms, and Help. The main content area is titled 'Role Board' and features a 'Role Tree' section. The Role Tree includes a search bar and buttons for 'Show Assigned Roles', 'Show All Networks', 'Expand all', and 'Collapse all'. The tree lists several commands: CALHN Health Silver Command, Glenside Health Bronze Command, HRH Health Bronze Command, RAH Health Bronze Command, and TQEH Health Bronze Command. Under the RAH Health Bronze Command, the 'RAH Bronze Commander' role is highlighted with a red box. A red arrow points from the top right of the image towards this role.

Once clicked on RAH Bronze Commander, then click on “Assign to myself”

The screenshot displays the SAHEMS Role Board interface. The top navigation bar includes the SAHEMS logo, a search icon, and user information for Shane Bolton. The left sidebar shows navigation options: My Stuff, People & Roles (selected), Role Board, Contact List, Incidents, Resources, Special Forms, and Help. The main content area is titled 'Role Board' and shows a 'Role Tree' with several roles. The 'RAH Bronze Commander' role is highlighted in blue. Below the role tree, there are two buttons: 'Assign to user' and 'Assign to myself', with the latter being circled in red. A red arrow points from the text above to the 'Assign to myself' button.

SAHEMS

My Stuff

People & Roles

Role Board

Contact List

Incidents

Resources

Special Forms

Help

Home > Role > Board

Your Current Role: (none) | 0 | Your Current Network: CALHN

Role Board

Back

Role Tree

Show Assigned Roles Show All Networks Expand all Collapse all search

CALHN Health Silver Command

Health Silver Commander - CALHN

Glenside Health Bronze Command

HRH Health Bronze Command

RAH Health Bronze Command

RAH Bronze Commander

TQEH Health Bronze Command

Assign to user Assign to myself

You will now see that you have the role of “RAH Bronze Commander”

The screenshot displays the SAHEMS application interface. At the top, the header includes the SAHEMS logo, navigation options for '+ Form' and '+ Activity', a search icon, and a user profile for 'Shane Bolton'. Below the header, a navigation sidebar on the left contains 'My Stuff', 'People & Roles' (highlighted in green), 'Role Board', and 'Contact List'. The main content area shows a breadcrumb trail 'Home > Role > Board' and the title 'Role Board' with a 'Back' button. A red rectangular box highlights the text 'Your Current Role: RAH Bronze Commander' in the top right corner of the main content area. To the right of this text is a notification icon with the number '0' and another information icon. Further right, the text 'Your Current Network: CALHN' is visible.



# COMPLETING A “HEAT RELATED ACTIVITY” ENTRY – 24 HOUR CYCLE

To complete a Heat related entry, click on “Form” and then “Heat Related Activity”

The screenshot shows the SAHEMS user interface. At the top, there is a navigation bar with a '+ Form' dropdown menu highlighted by a red box and a red arrow pointing to it. Below the navigation bar, the dashboard displays 'My Dashboard' with the subtitle 'Showing incidents that relate to my role only'. The dashboard contains five main widgets: 'My Incidents', 'My Forms', 'My Activities', 'My Notifications', and 'My Pending Activities'. Each widget shows a count of 0 and a 'VIEW MORE' button. Below these widgets, there are four smaller summary cards for 'My Incidents', 'My Forms', 'My Activities', and 'My Notifications', each displaying 'No data yet'.

The “Instructions” header automatically opens in an expanded view.

SAHEMS

Form Activity

Shane Bolton

My Stuff

People & Roles

Incidents

Resources

Special Forms

Ambulance Casualty Movement Log

Health Capacity

Heat Related Activity

Help

Your Current Role: RAH Bronze Commander | 0 | Your Current Network: CALHN

Home > Heat Related Activity

## Heat Related Activity Form - New Form

Back

### Instructions

The SA Health Heat Related Activity Form is to be completed and sent to System Performance DHA by 10.00am each day while the State Emergency Service (SES) Extreme Heat WARNING is in place. Health Units should not forward collated data directly to the SES or any other external agency/organisation.

#### 1. OVERALL IMPACT DEFINITIONS

The following definitions should be used to determine the overall hospital impact.

**Nil (<25% impact)**  
**Business as Usual** - This field is completed when there are normal outputs of day-to-day operations by an agency and the extreme heat event has no impact on capacity or service delivery.

**Minimal (25 – 50% impact)**  
Some impact on normal day-to-day business activity but no additional resources required - This field is completed when it is identified as early as possible within an extreme heat event that normal outputs of day to day operations by an agency have started to have a slight impact on capacity or service delivery, however is still within normal resourcing capabilities and there is no risk of resources being exhausted.

**Moderate (50 – 75% impact)**  
Increased impact on normal day-to-day business activity and increased resources are necessary - This field is completed when it is identified during an extreme heat event that outputs of day to day operations by an agency have started to have an impact on capacity or service delivery. This is where an agency has identified that their normal resource capacity is pressured but not exhausted.

**Significant (> 75% impact)** There is a significant impact on day-to-day business functions and/or resource capacity is at risk of being exhausted and strategies have been employed to cope with additional load - This field is completed when, due to an extreme heat event, day-to-day outputs of an agency are being adversely impacted. It is also most likely that resource capacity is at or near exhaustion and contingencies have been employed.

Read the requirements for completing the form and then click the arrow to close



The screenshot shows the SAHEMS interface. The top navigation bar includes the SAHEMS logo, a search icon, and user information for Shane Bolton. The left sidebar lists various menu items, with 'Special Forms' highlighted in green. The main content area displays 'Heat Related Activity Form - New Form' with a 'Back' button. Below this is an 'Instructions' section, which is highlighted with a red border. A red arrow points to a small upward-pointing arrow icon in the top right corner of the 'Instructions' box. Below the 'Instructions' box is a section titled 'Heat Related Activity Form'.


You will need to;



- Select which site you are completing the entry for;

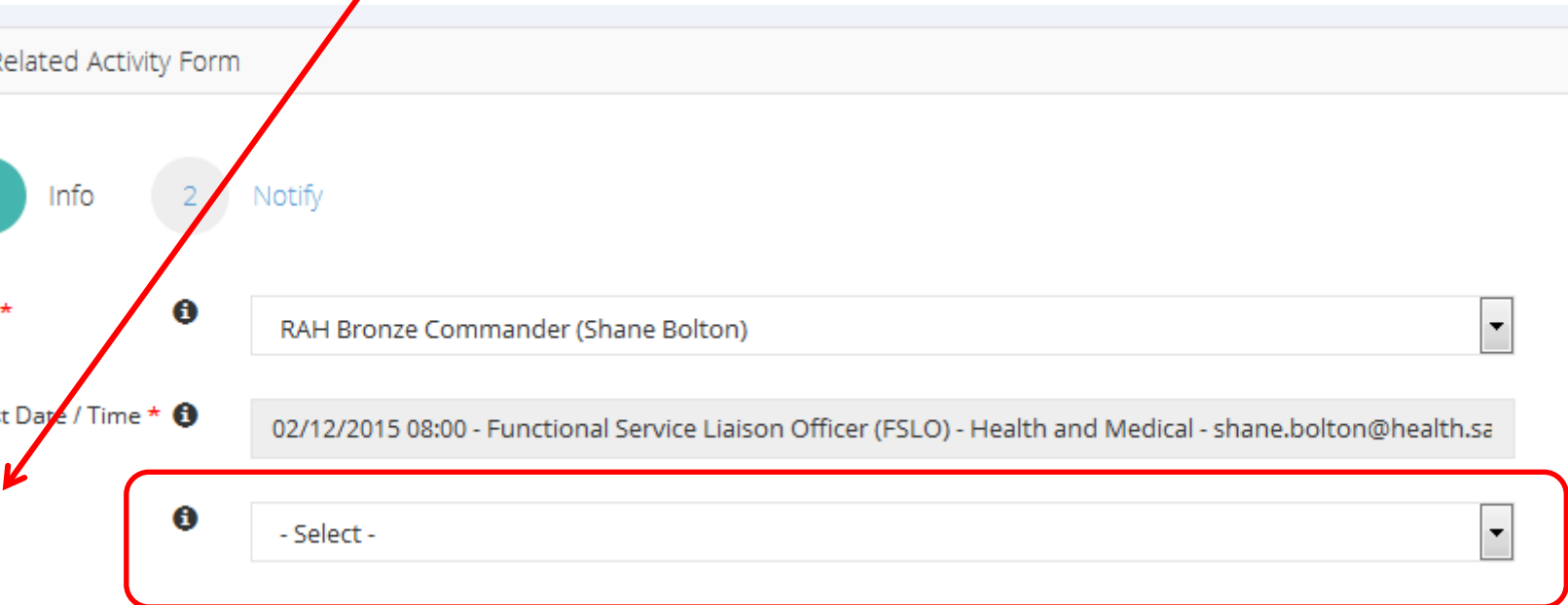
Heat Related Activity Form

1 Info 2 Notify

Owner \*  RAH Bronze Commander (Shane Bolton) 

Request Date / Time \*  02/12/2015 08:00 - Functional Service Liaison Officer (FSLO) - Health and Medical - shane.bolton@health.sa

Site \*  - Select - 



Complete the qualitative (overall impact) and the quantitative (measured operational impact) data, in accordance with the instructions, and click “Next” when finished

### Impact & Issues

#### Overall Impact Definitions

The following definitions should be used to determine the overall hospital impact.

Nil (<25% impact)	+
Minimal (25 - 50% impact)	+
Moderate (50 - 75% impact)	+
Significant (> 75% impact)	+

Overall Impact \* ? Minimal ▼

Significant Events/Issues \* ?

10 patients presented between 1400 - 1600 from a sporting event that was being held at West Beach - Baseball carnival (despite the temp being approx 43 degrees)

Nil

### Measured Operational Impact

#### Measured Operational Impact Definitions

The number of presentations and admissions for the following categories should be inserted.

P = Heat related presentations  
A = Heat related admissions  
MH-P = Mental Health Heat related presentations  
MH-A = Mental Health Heat related presentations

P ? 27

A ? 3

MH-P ? 8

MH-A ? 2

Comments ? Nil

Cancel and Delete Save as Draft Next ↶ ⬆

Click “Submit” when completed – you may wish to “Inform” your LHN Silver Commander (subject to local plans and arrangements)

The screenshot shows the SAHEMS interface for creating a new Heat Related Activity Form. The left sidebar contains navigation options such as Health Dashboard, My Stuff, People & Roles, Incidents, Resources, Reports, Special Forms Maintenance, Health Capacity, Heat Related Activity, Users & Groups, Audit, Setup, and Help. The main content area is titled 'Heat Related Activity Form - New Form' and includes a 'Back' button. Below the title is an 'Instructions' section with a progress bar showing two steps: '1 Info' and '2 Notify'. The 'Notify' step is currently active. Below the progress bar are three buttons: 'Don't Notify All', 'Inform All', and 'Inform & Request Acknowledgement All'. A table lists the recipients for notification, with a red box highlighting the 'Inform' button for 'CALHN Health Silver Commander (Shane Bolton)'. At the bottom right, there are four buttons: 'Back', 'Cancel and Delete', 'Save as Draft', and 'Submit'.

## Your Heat Related Activity will then appear on a table (as below)

SAHEMS + Form + Activity 🔍 Shane Bolton

My Stuff < Home > Heat Related Activity Your Current Role: RAH Bronze Commander 0 Your Current Network: CALHN

People & Roles <

Incidents <

Resources <

Special Forms <

Ambulance Casualty Movement Log

Health Capacity

Heat Related Activity

Help <

**success:** Create successfully

### All Heat Related Activity List

Report Request List New Request New Entry

Copy CSV Excel PDF Print

Filter records:

Show  entries

Form #	Request Date / Time	Site	Created Date / Time	Status	Options
1	16/11/2015 09:00	Royal Adelaide Hospital	16/11/2015 11:31	Active	<a href="#">View</a> <a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Previous  Next

If you click to view your completed Heat Related Entry, you will see the below – using the buttons in the upper right corner, you can PDF the form and save / distribute to other stakeholders if required

SAHEMS

Home > Heat Related Activity

### Heat Related Activity Form - View Form

PDF Back

Heat Related Activity Form

Owner: RAH Bronze Commander (Shane Bolton)

Request Date / Time: 16/11/2015 09:00

Entry Date / Time: 16/11/2015 11:31

Site: Royal Adelaide Hospital

Impact & Issues

#### Overall Impact Definitions

The following definitions should be used to determine the overall hospital impact.

Nil (<25% impact)	+
Minimal (25 – 50% impact)	+
Moderate (50 – 75% impact)	+
Significant (> 75% impact)	+

Overall Impact: Minimal

Significant Events/Issues: 10 patients presented between 1400 - 1600 from a sporting event that was being held at West Beach - Baseball carnival (despite the temp being approx 43 degrees)

Measured Operational Impact

P	27
A	3
MH-P	8
MH-A	2

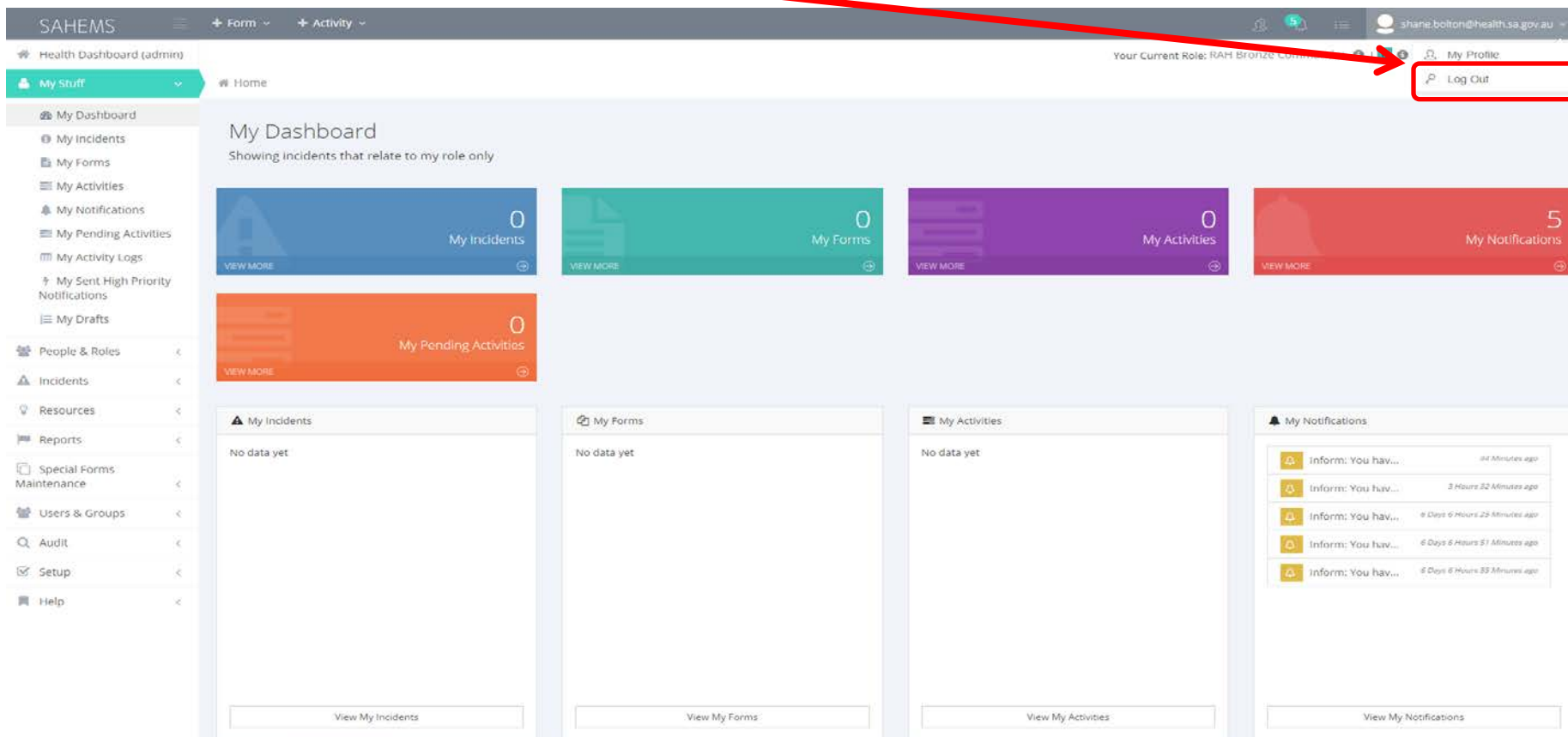
Comments: Nil

Close



## LOGGING OUT OF A ROLE

Once you have completed your Heat Activity report, you will need to log out of the Bronze Commander role (unless you are the scheduled Bronze Commander for your site), by clicking on the top right corner.



The screenshot displays the SAHEMS dashboard interface. The top navigation bar includes the SAHEMS logo, menu items for 'Form' and 'Activity', and a user profile section for 'shane.bolton@health.sa.gov.au'. The user's current role is identified as 'RAH Bronze Commander'. A red arrow points from the text above to the 'Log Out' button, which is highlighted with a red box in the top right corner. The main dashboard area is titled 'My Dashboard' and shows various activity metrics: My Incidents (0), My Forms (0), My Activities (0), and My Notifications (5). Below these are sections for 'My Incidents', 'My Forms', 'My Activities', and 'My Notifications', each displaying 'No data yet' and a 'View My [Category]' button. A left-hand navigation menu lists various system functions like 'My Dashboard', 'My Incidents', 'My Forms', 'My Activities', 'My Notifications', 'My Pending Activities', 'My Activity Logs', 'My Sent High Priority Notifications', 'My Drafts', 'People & Roles', 'Incidents', 'Resources', 'Reports', 'Special Forms Maintenance', 'Users & Groups', 'Audit', 'Setup', and 'Help'.

Once at this screen, you can click on the “Unassign my role & logout” button to unassign you from your role and leave SAHEMS.



## NOTES

- Health Gold Command will set the Heat Related Activity request that is required to be submitted, this will be scheduled for completion/submission by Health Services / sites by 0900, (data to be closed off as at 0800). This allows the site / health service 1 hour to collate and complete the Heat Related Activity form for their site in SAHEMS.
- There will only ever be 1 (current) request in the system for Health Services to complete.
- Health Gold Command will compile a whole of Agency report and submit to the State Emergency Service and Health Media and Communications by 1000 each day during an Extreme Heat Warning event.
- Any questions or queries about Heat Related Activity reporting, please contact your LHN Emergency Management Coordinator in the first instance or the DHA Emergency Management Unit, 8226 7115 or [emergencymanagement@sa.gov.au](mailto:emergencymanagement@sa.gov.au).

