



MEMORANDUM

To: All Transporting Life Support Agencies in Region 6

Date: 05/27/2025

Subject: Triage Tag Day

Region 6 Triage Tag Day October 15, 2025

The purpose of this exercise is to test the MCI triage tag process for EMS and hospitals. **Please use provided extra tags for this exercise rather than your MCI kit.**

What is required of you?

1. Apply a triage tag to any and all patients being transported to an Emergency Department prior to entering information into EMTrack
2. In EMTrack, record the triage tag number by manual entry or scanning (using tablet or cell phone) into the MCI Patient ID field. Also include any other information in the EMTrack notification that you would typically enter. This information will be used for reporting... **Please do not skip**
3. Ensure that the patient name and date of birth are included in all EMTrack notifications. These items are critical to matching records and for providing the patient age.
4. If the patient is being transferred out of the hospital to another ED and has an EMS triage tag in place, EMS should enter the patient into EMTrack by scanning or manually entering the triage Triage Tag Day Guidance tag number, then selecting "other" for home or nursing facilities. For other hospitals, select that hospital.
5. If a patient is being transferred from one ED to another and does not already have a triage tag in place, a tag should be added and an EMTrack alert sent. Make sure to include the patient name, date of birth and the MCI Patient ID.
6. If a patient coming from the ED has a triage tag on and is going to a destination other than the ED (Nursing home, physical rehab facility, home, etc.), they should then be entered in EMTrack. The Chief Complaint should be selected as "Interfacility Transfer (See Notes)" and then the destination name should be entered in the note's sections. Under the destination location dropdown, select "Other".
7. Once at the final destination, the triage tag may be removed.



What do I tell my patients if they have a question?

You should explain to the patient that this is part of an exercise to be better prepared for disaster response. The triage tag will not change their treatment in any way.

What is the time frame for this event?

The exercise begins on October 15 at 0700 and ends on October 16 at 0700.

If you have any questions, please contact your supervisor.

Please use the QR code to submit feedback about triage tag day (The QR code is clickable in electronic format).

