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Facility trainers should download and adhere to training curriculum and slides. These documents can be found on the NYSDOH Health Commerce System at *My Content >Documents by Group >Hospitals > Preparedness > E-FINDS > eFINDS> Train the Trainer folder.*

Files that should be downloaded are titled "Master Trainer & Facility Trainer Curriculum" and "Facility Training Slides". Many other eFINDS resources are also located in this folder.

Prior to training each facility trainer should review their facility's evacuation plan.

Work with your facility leadership to plan the logistics of using eFINDS and which eFINDS functions are most congruent with the facility's plan and cover the points on the Facility eFINDS Planning Considerations Checklist (Appendix F). This will enable you to focus on only those features that are best suited to your facility's evacuation plan and physical layout during the scenario section of training.

Add information to the Facility Trainer template slides (Planning Considerations)

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that describes your facility's plan (these template slides follow the outline of the "Facility eFINDS Planning Considerations Checklist") and provide copies of slide set to attendees.

During training explain the facility's evacuation plan and process for the trainees so they will see how your training session facilitates their implementation of eFINDS during an event.

Facility trainers should adhere to the naming convention when creating a Facility only based Operation and include these 3 pieces of information in the following order:
• Date (mm/dd/yyyy). Follow format for date precisely so sorting in dropdown list for all operations is consistent
• Type of event/emergency, (e.g. flood)
• Facility name (General Hospital
EXAMPLE: 01/01/2016, flooding, General Hospital

Facility trainers should adhere to the naming convention for all Temporary Locations:
• Name of place (e.g. St Anthony's)
• Type of place (e.g. Church)
• Town or city
EXAMPLE: St Anthony's, Church, Albany

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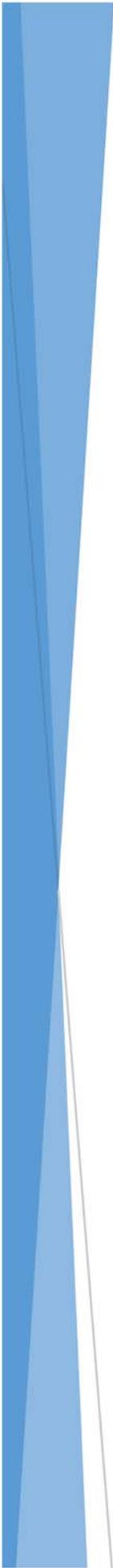
Facility trainers should utilize the "eFINDS Facility-Based raining Sign in Sheet" (attached) for trainings that are conducted by you at your facility.

A facility trainer can provide a certificate to staff who attend an eFINDS facility based training (template attached).