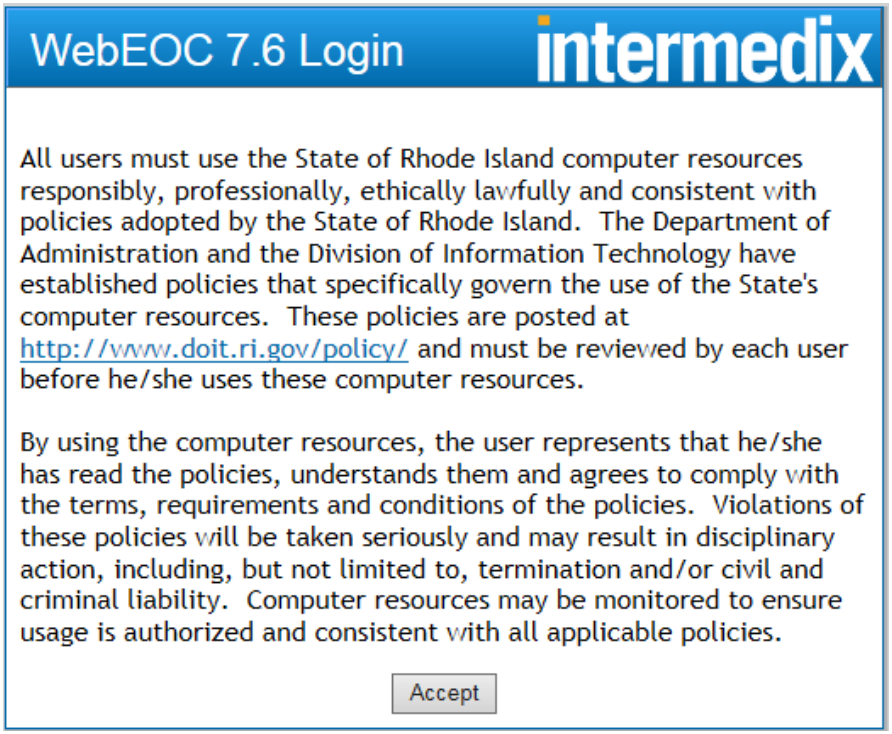
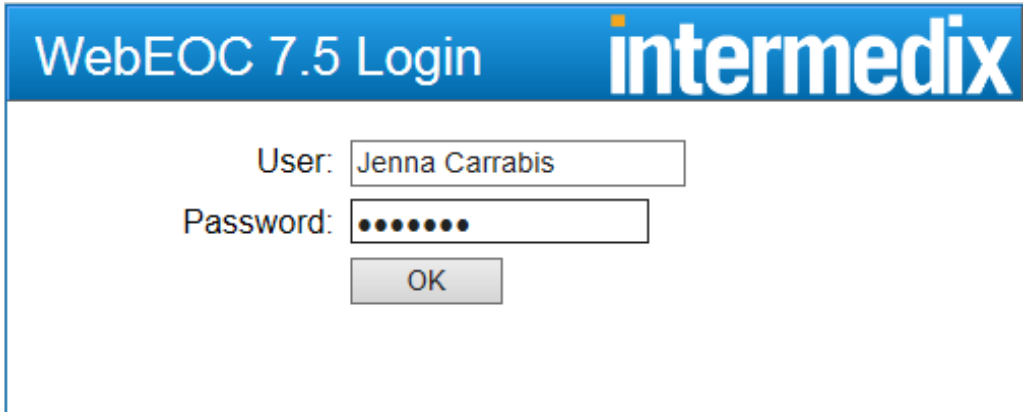
WebEOC End-User Training for ESFs

August 31, 2015

LOGGING IN TO WEBEOC

From your web browser, please type in https://webeoc.ri.gov/eoc7/

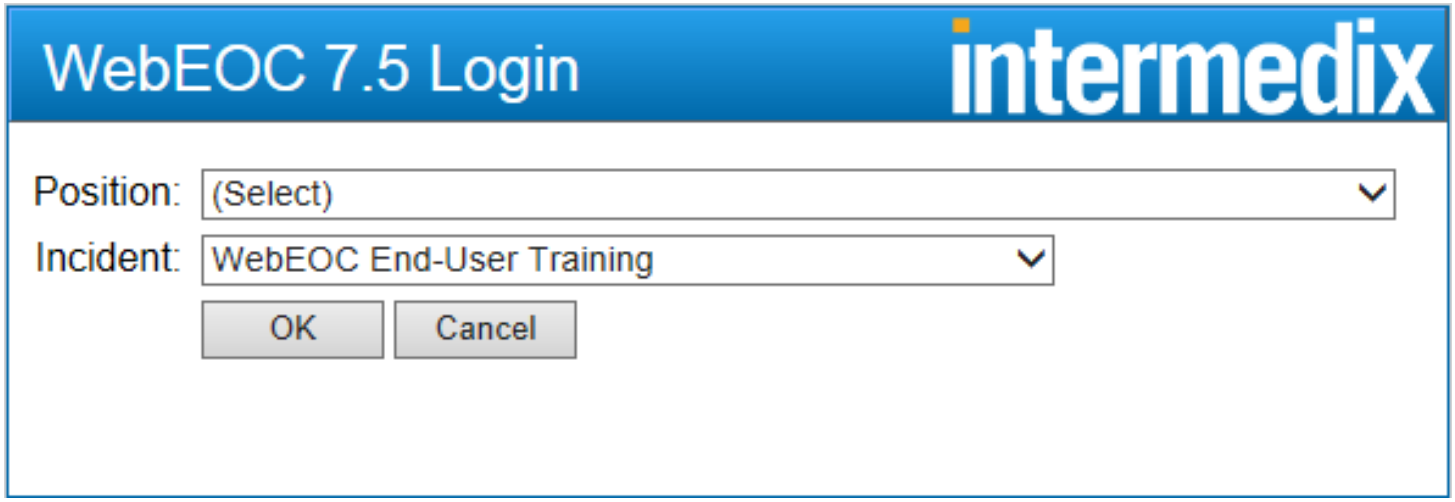


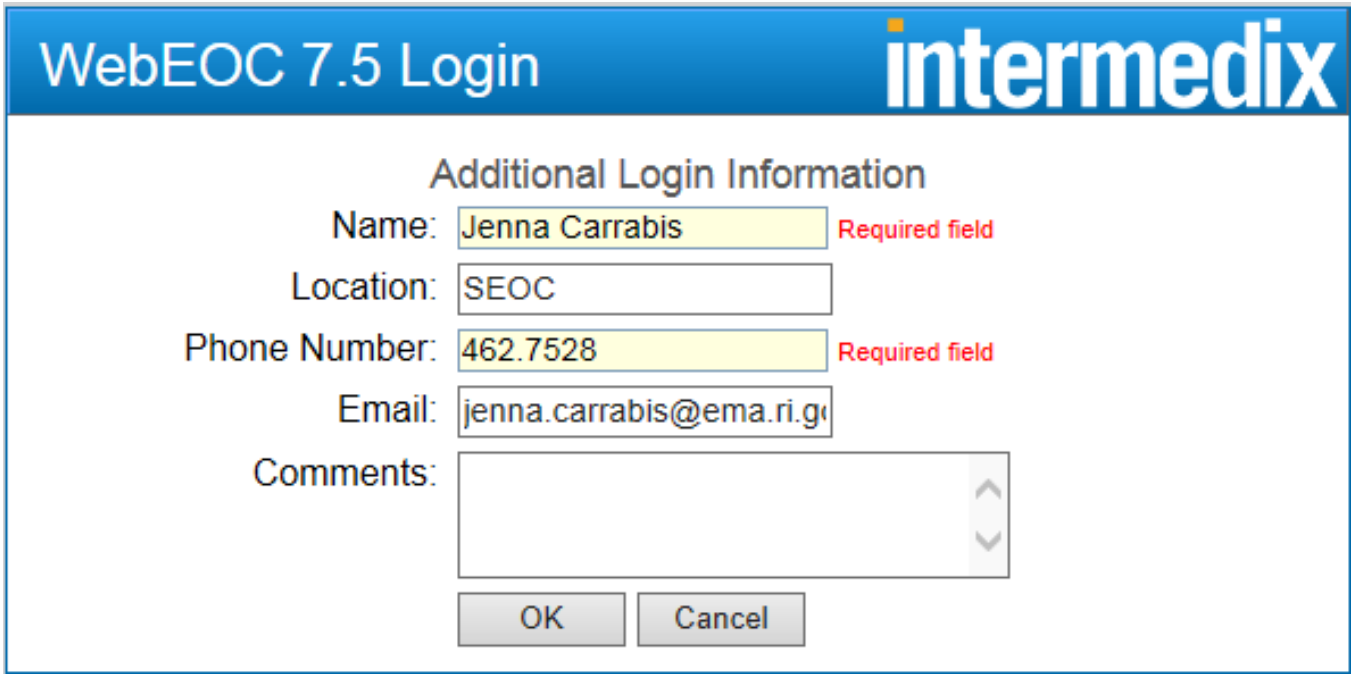


Enter User Name and Password

User names and passwords are case sensitive

- **Position** – If you are the representative for your ESF within the SEOC, please choose the SEOC ESF Group Supervisor Position. Otherwise, please choose the Agency in which you represent.
- **Incident** – Preparedness Conference 2015.



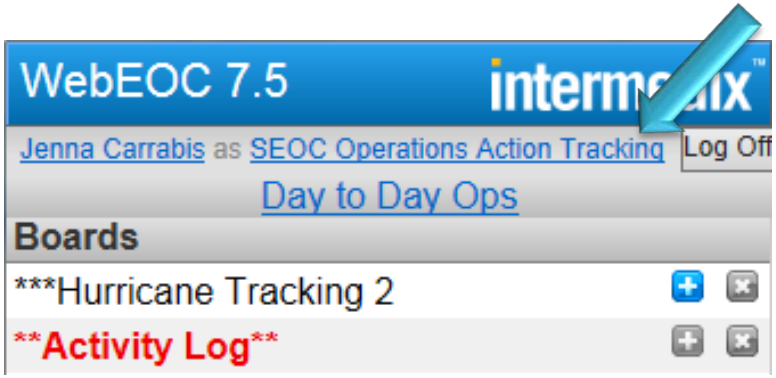


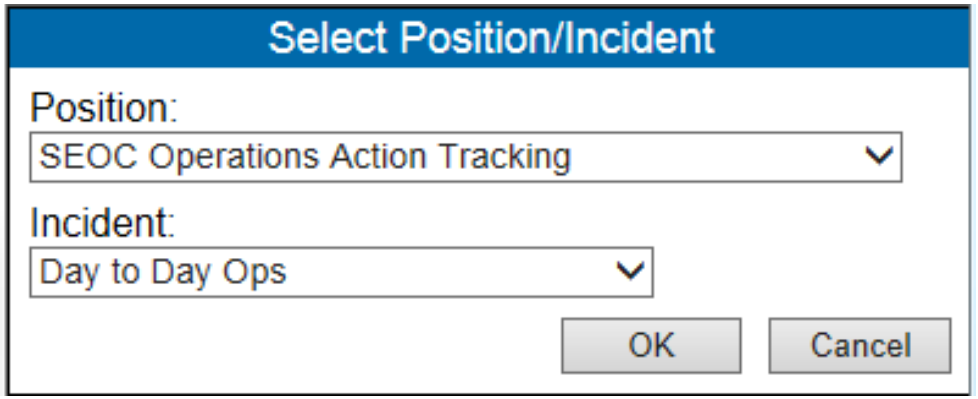
- **Name** – Type in your <u>full name.</u>
- **Phone Number** – Direct number where someone can immediately contact you with questions.

YOUR CONTROL PANEL

Editing Your Position and Incident

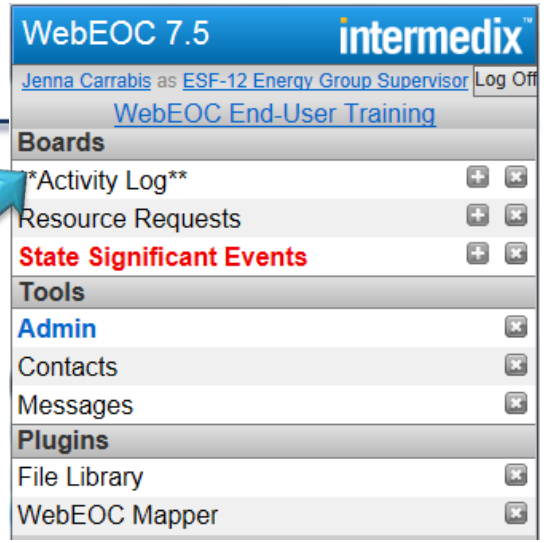
- From *Control Panel*, select **Position** link to switch between Positions attached to your User Name. Select **Incident** to switch between Incidents.

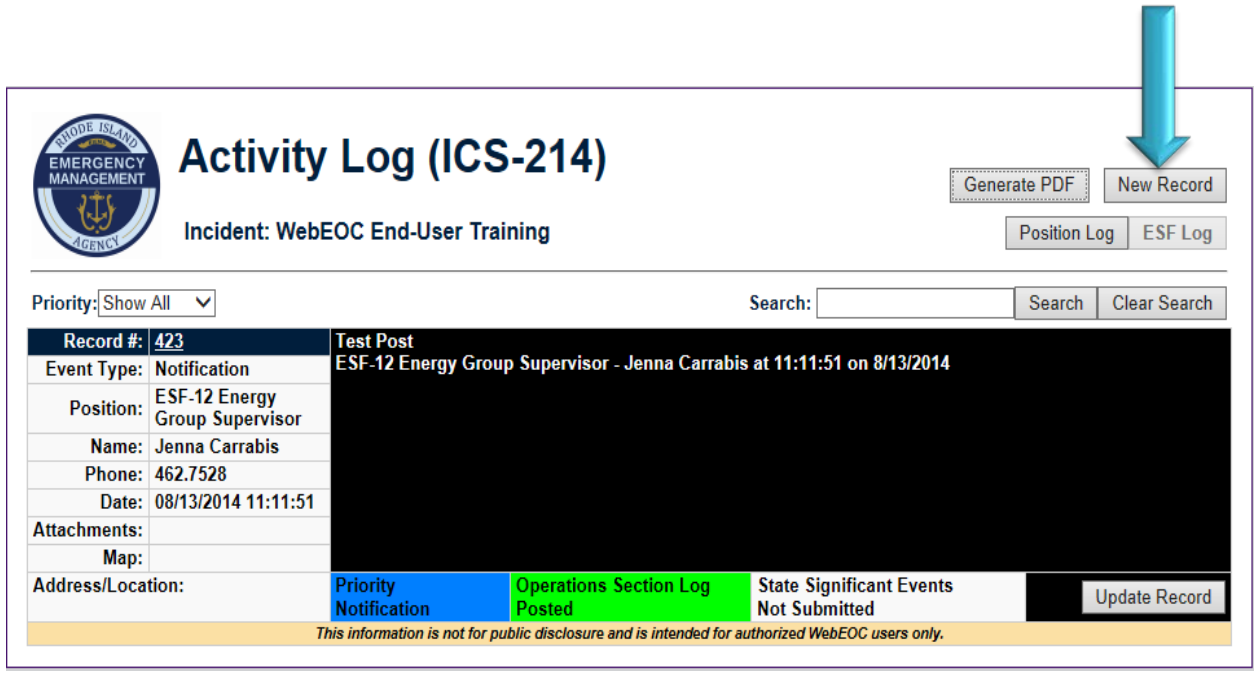




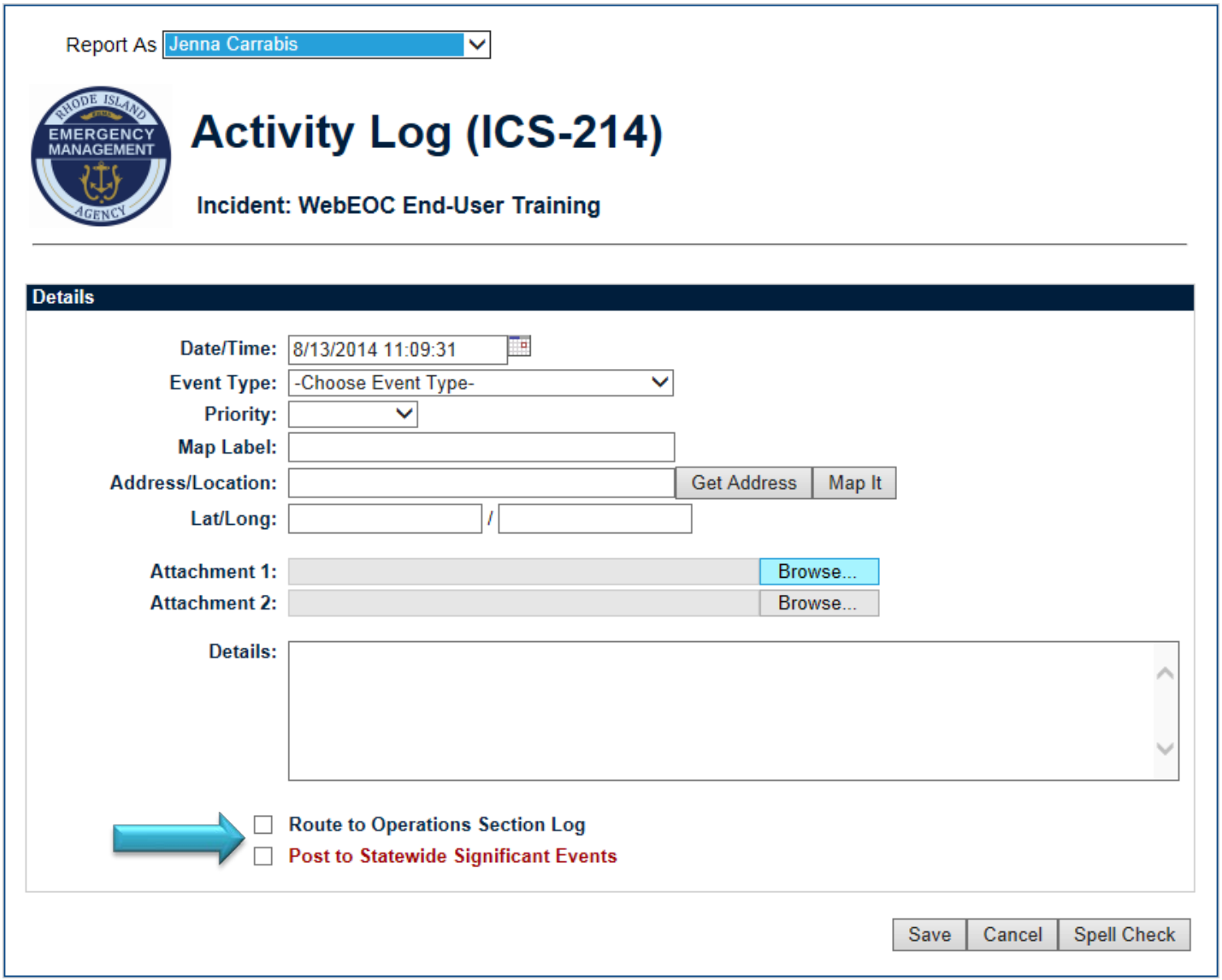
Adding a New Entry to your Activity Log

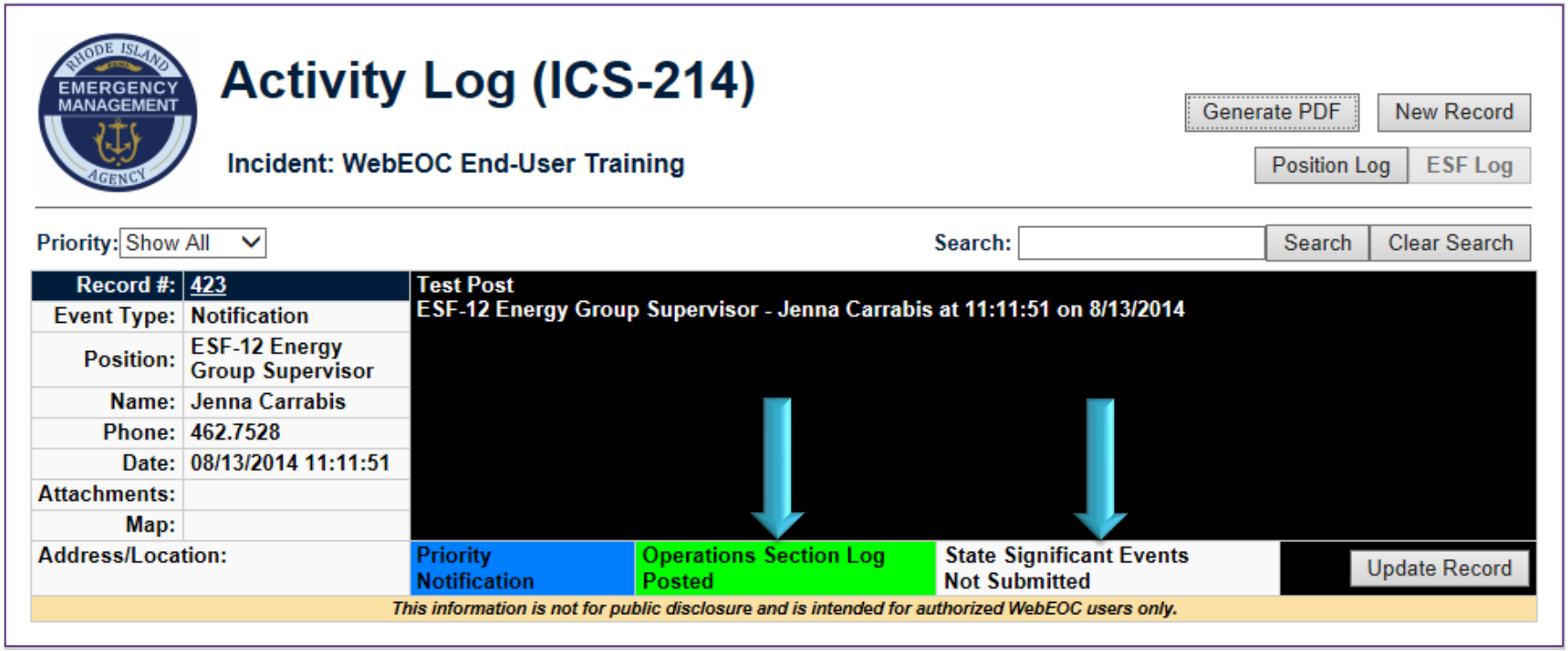
- From the *Control Panel*, select ****Activity Log****



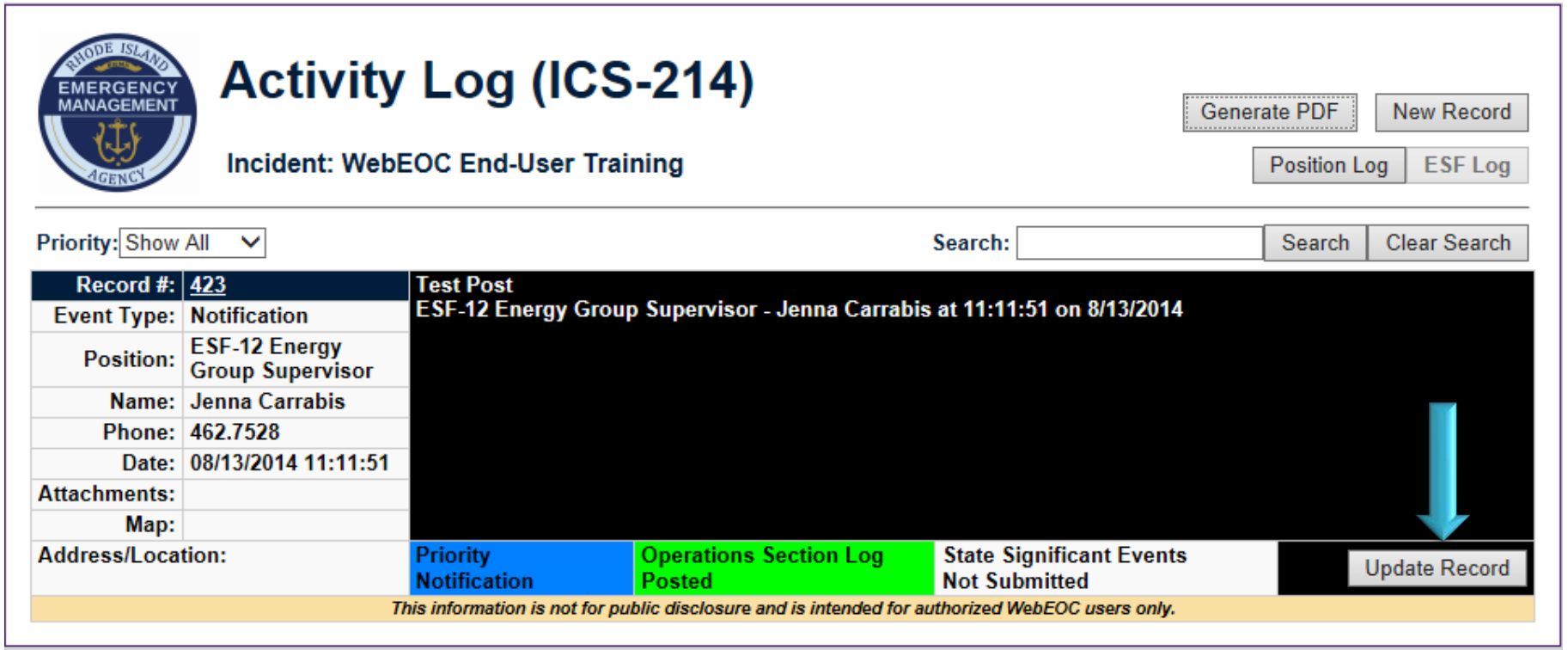


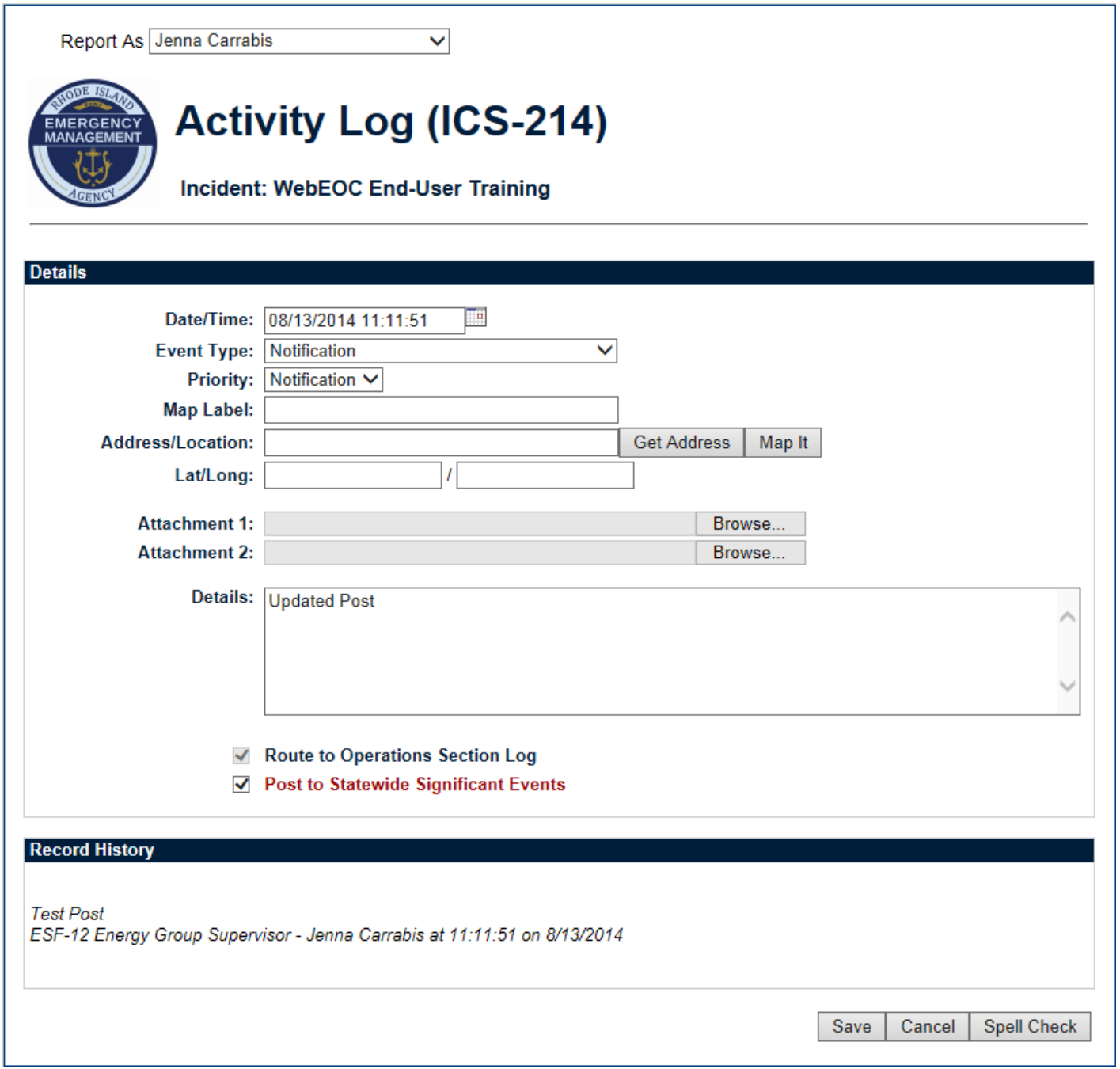
- Click the **New Record** button on the top right of the window


Report As Jenna Carrabis
Activity Log (ICS-214)
Incident: WebEOC End-User Training
Details
Date/Time: 8/13/2014 11:09:31
Event Type: -Choose Event Type-
Priority:
Map Label:
Address/Location: Get Address Map It
Lat/Long: /
Attachment 1: Browse...
Attachment 2: Browse...
Details:
Route to Operations Section Log
Post to Statewide Significant Events
Save Cancel Spell Check

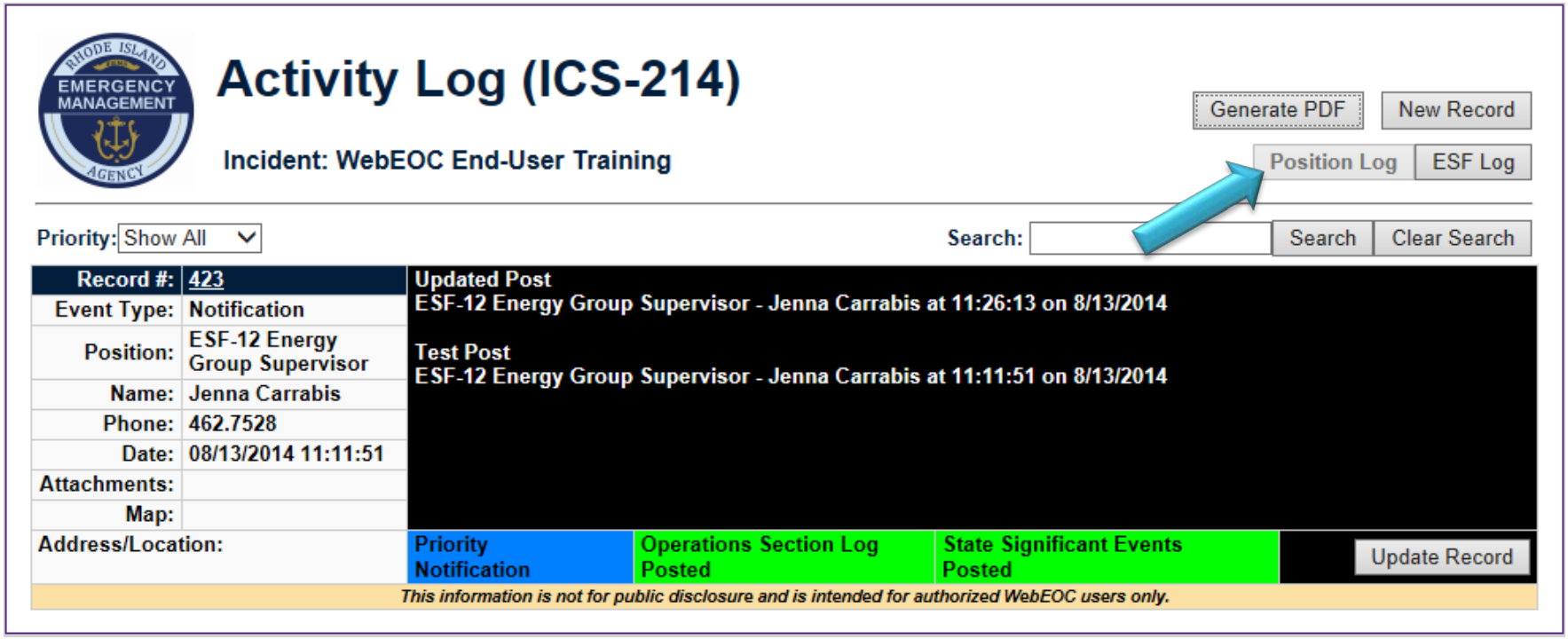

Activity Log (ICS-214)
Incident: WebEOC End-User Training
Generate PDF
New Record
Position Log
ESF Log
Priority: Show All
Search:
Search
Clear Search
Record #: 423
Event Type: Notification
Position: ESF-12 Energy Group Supervisor
Name: Jenna Carrabis
Phone: 462.7528
Date: 08/13/2014 11:11:51
Attachments:
Map:
Address/Location:
Test Post
ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014
Priority Notification
Operations Section Log Posted
State Significant Events Not Submitted
Update Record
This information is not for public disclosure and is intended for authorized WebEOC users only.

Updating an Existing Entry in Your Activity Log



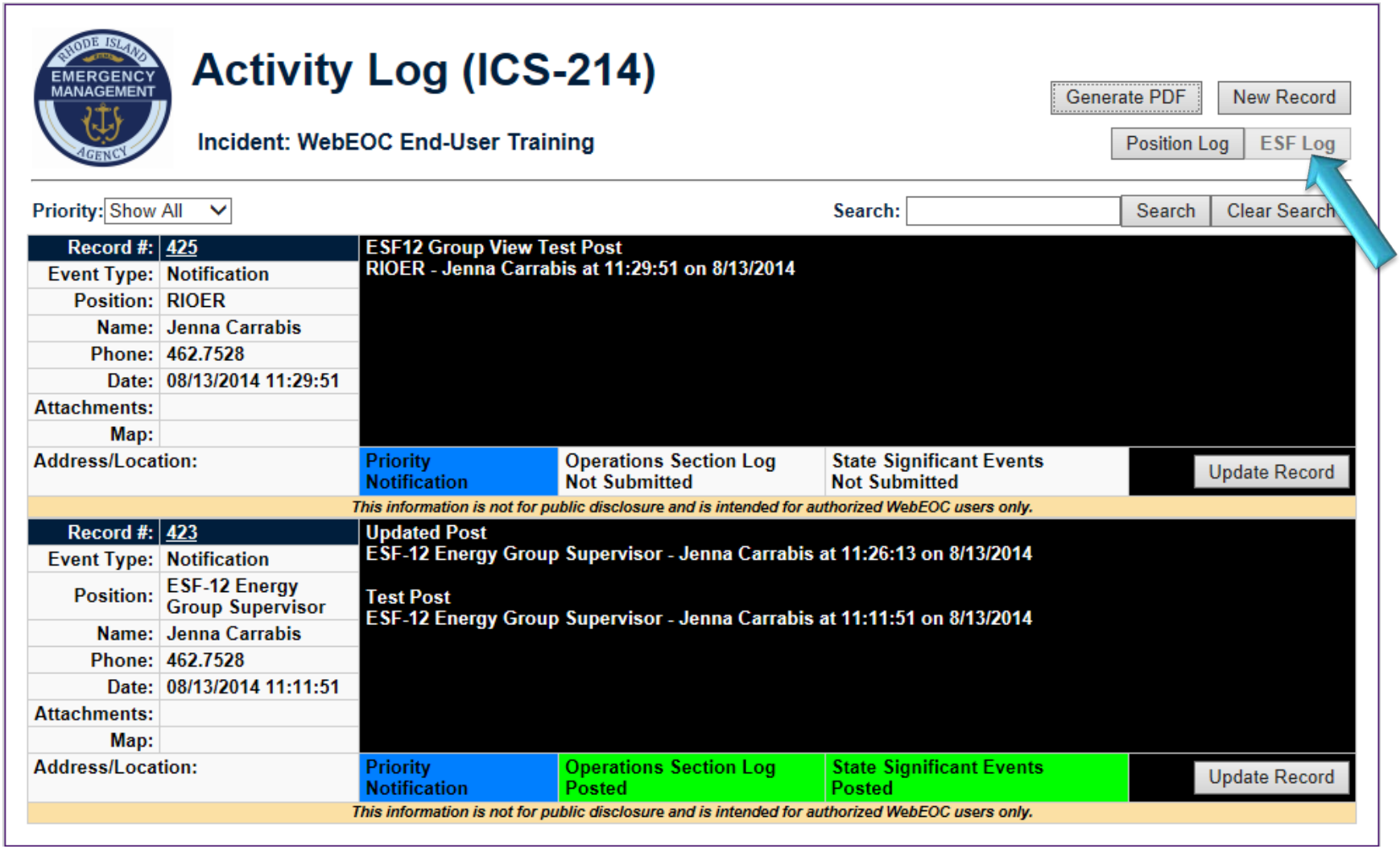

Report As Jenna Carrabis
Activity Log (ICS-214)
Incident: WebEOC End-User Training
Details
Date/Time: 08/13/2014 11:11:51
Event Type: Notification
Priority: Notification
Map Label:
Address/Location:
Get Address
Map It
Lat/Long: /
Attachment 1:
Browse...
Attachment 2:
Browse...
Details: Updated Post
Route to Operations Section Log
Post to Statewide Significant Events
Record History
Test Post
ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014
Save
Cancel
Spell Check

VIEWING YOUR ACTIVITY LOG



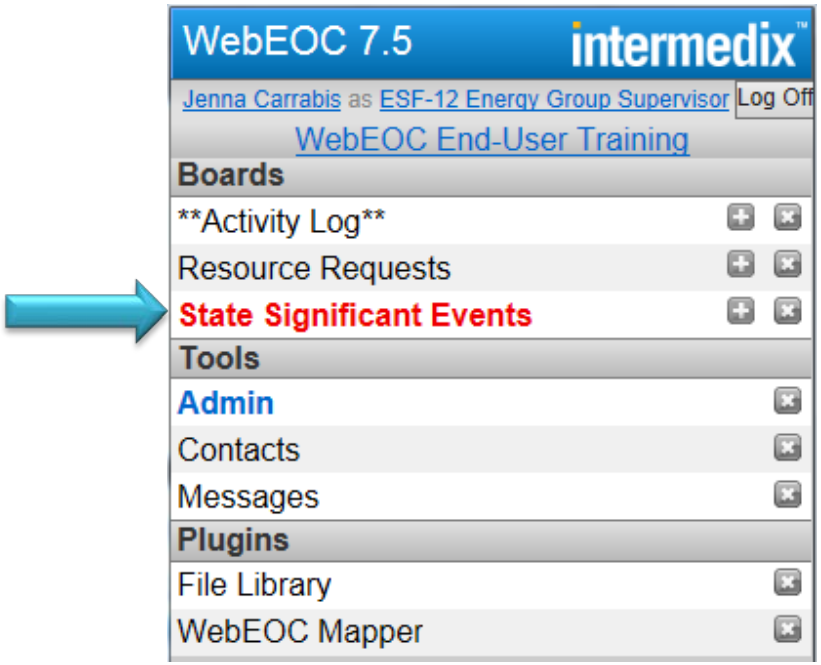
- The **Position Log** button allows you to view all posts submitted by anyone logged in under your **Position**.

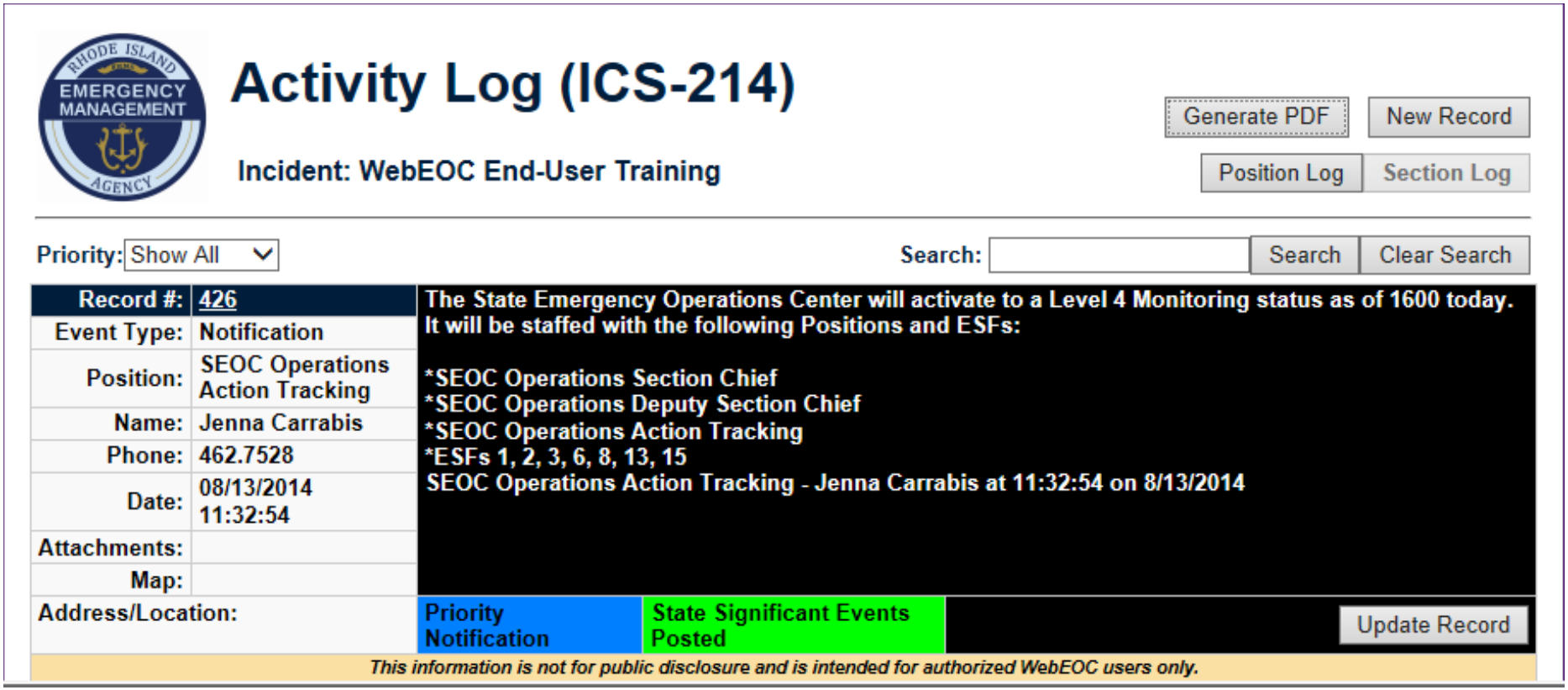
- The **ESF Log** button allows you to view posts submitted by anyone logged in within your **ESF Group**.



State Significant Events Board

- The *State Significant Events* board is used to post all critical information regarding an Incident. All users who are logged into the Incident can view and submit entries to this board.





Activity Log (ICS-214)

Incident: WebEOC End-User Training

Generate PDF | New Record | Position Log | Section Log

Priority: Show All

Search: | Search | Clear Search

Record #:	426
Event Type:	Notification
Position:	SEOC Operations Action Tracking
Name:	Jenna Carrabis
Phone:	462.7528
Date:	08/13/2014 11:32:54
Attachments:	
Map:	
Address/Location:	

The State Emergency Operations Center will activate to a Level 4 Monitoring status as of 1600 today. It will be staffed with the following Positions and ESFs:

*SEOC Operations Section Chief
*SEOC Operations Deputy Section Chief
*SEOC Operations Action Tracking
*ESFs 1, 2, 3, 6, 8, 13, 15
SEOC Operations Action Tracking - Jenna Carrabis at 11:32:54 on 8/13/2014

Priority Notification | State Significant Events Posted | Update Record

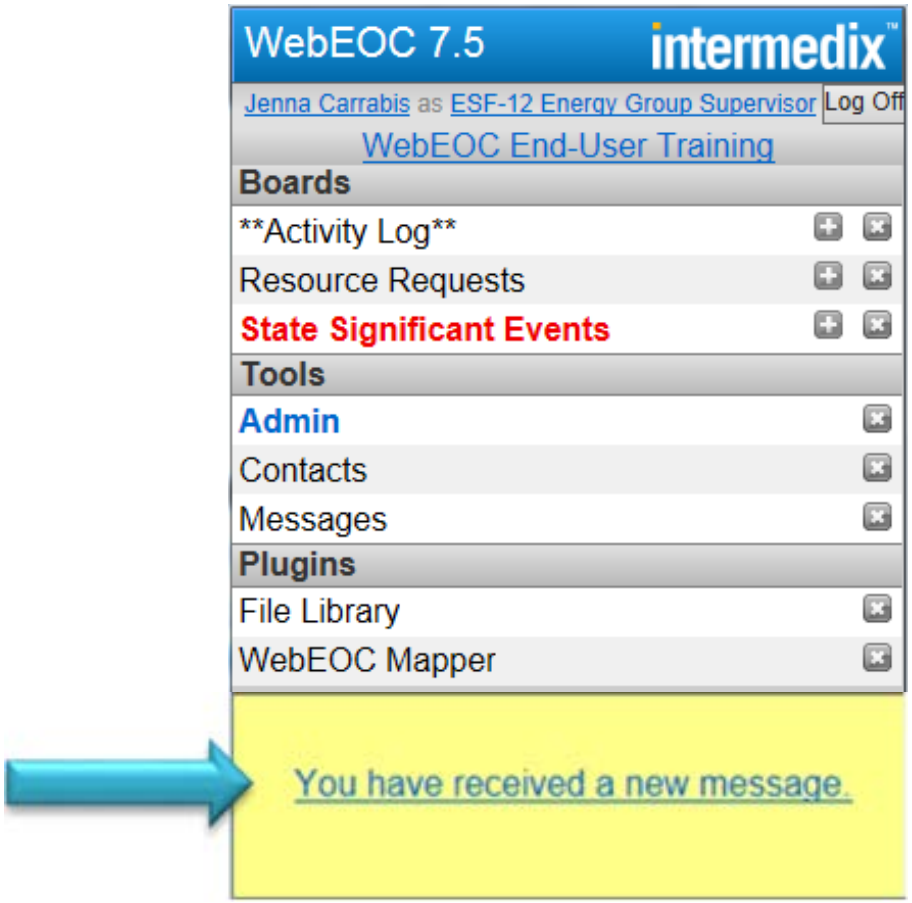
This information is not for public disclosure and is intended for authorized WebEOC users only.

- Examples of a Significant Event:
  - Infrastructure Failure
  - Shelter Status
  - Evacuation
  - Situational Awareness
  - Current Conditions

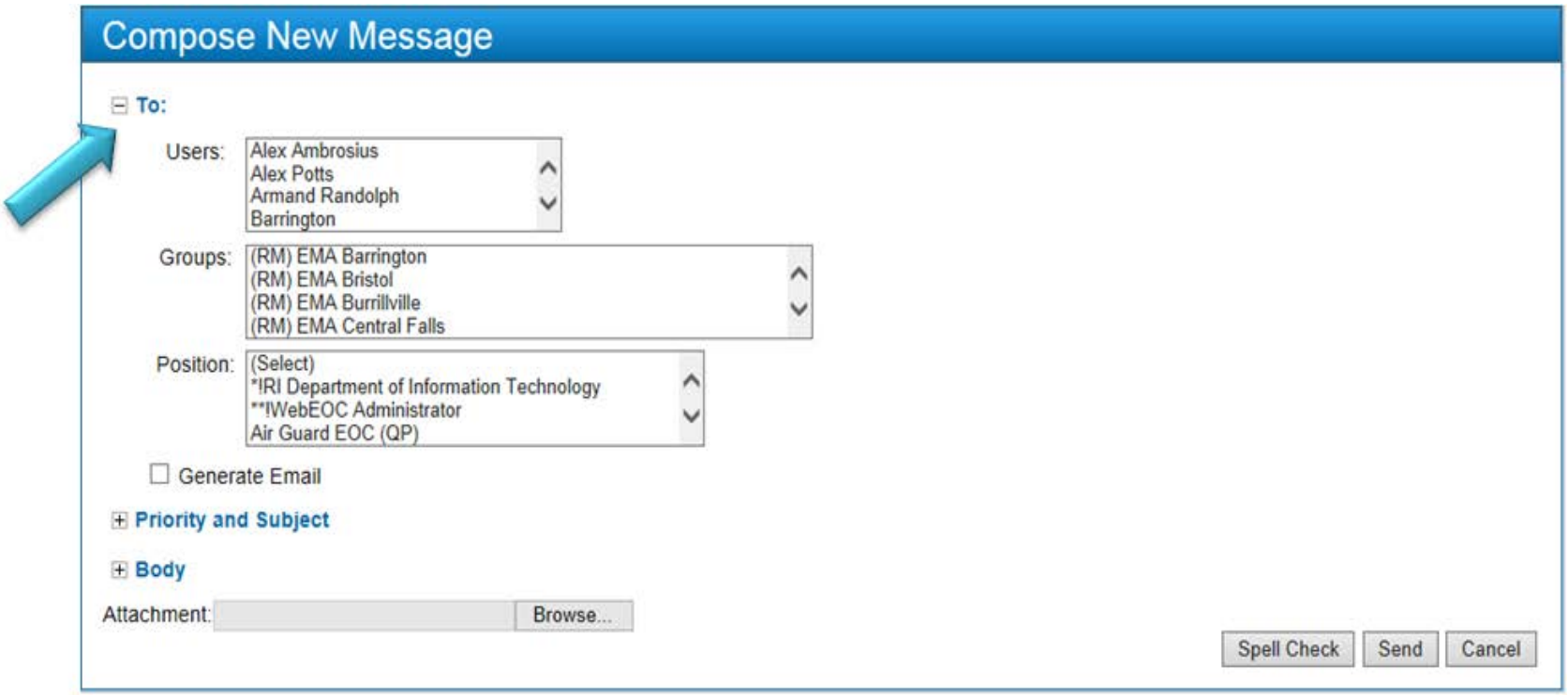
CONTACTS

- The WebEOC Contacts database is updated and populated by the USERS and is <u>not managed by the SEOC Operations group.</u>
- Information updated by clicking name hyperlink.

MESSAGES



- Internal messaging system only. Messages will only be received if the recipient is currently logged into that particular Incident.
- **No mission assignments or resource requests should be conveyed via the *Messages* tool.**



- Messages can be sent in 3 ways:
  - To a particular User(s)
  - By Group(s)
  - By Position(s)

QUESTIONS?

State of Rhode Island WebEOC Administrator

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