

WEBEOC END-USER TRAINING FOR LOCALS

August 31, 2015



LOGGING IN TO WEBEOC

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

WebEOC 7.6 Login **intermedix**

All users must use the State of Rhode Island computer resources responsibly, professionally, ethically lawfully and consistent with policies adopted by the State of Rhode Island. The Department of Administration and the Division of Information Technology have established policies that specifically govern the use of the State's computer resources. These policies are posted at <http://www.doit.ri.gov/policy/> and must be reviewed by each user before he/she uses these computer resources.

By using the computer resources, the user represents that he/she has read the policies, understands them and agrees to comply with the terms, requirements and conditions of the policies. Violations of these policies will be taken seriously and may result in disciplinary action, including, but not limited to, termination and/or civil and criminal liability. Computer resources may be monitored to ensure usage is authorized and consistent with all applicable policies.

Accept



WebEOC 7.5 Login **intermedix**

User:

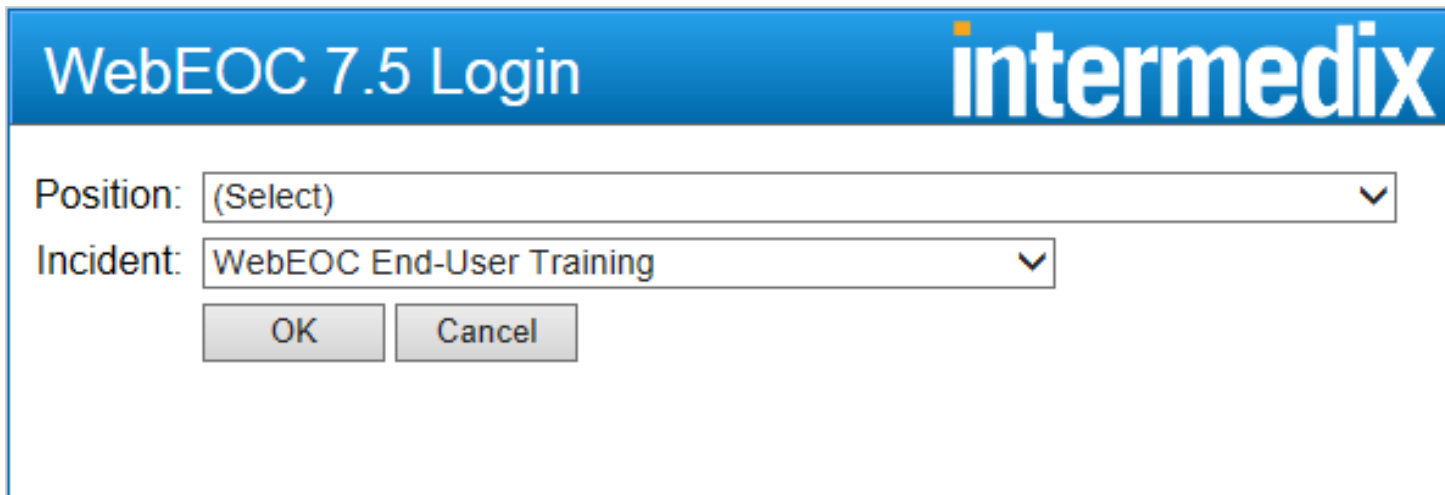
Password:

Enter your User Name and Password.

User names and passwords are case sensitive



- **Position** – Choose from your town or city’s EMA, Fire Dept./District, Police Dept. or Public Works Agency.
- **Incident** – Preparedness Conference 2015.



WebEOC 7.5 Login **intermedix**

Position: (Select) ▼

Incident: WebEOC End-User Training ▼

OK Cancel



Additional Login Information

Name: Required field

Location:

Phone Number: Required field

Email:

Comments:

- **Name** – Type in your FULL NAME.
- **Phone Number** – Must be a direct number where someone can immediately contact you with questions.

YOUR CONTROL PANEL

The screenshot shows the WebEOC 7.5 control panel. At the top, it displays the user name 'Jenna Carrabis' and position 'Middletown EMA'. Below this, the current incident name is 'WebEOC End-User Training'. The main area is divided into sections: 'Boards' and 'Tools'. Under 'Boards', there are several items: '**Activity Log**', '*Municipal Status*', 'Local Situation Status', 'Resource Requests', 'Shelter Status', and 'State Significant Events'. Each board has a '+' icon to expand and a grey 'x' icon to collapse. The 'Admin' board under 'Tools' has a red 'x' icon. Annotations with arrows point to these elements: 'User Name' points to 'Jenna Carrabis', 'Position' points to 'Middletown EMA', 'Incident Name' points to 'WebEOC End-User Training', a grey 'x' icon on 'Municipal Status' is annotated with 'The grey icon indicates that the user has view-only access.', and the red 'x' icon on 'Admin' is annotated with 'The red icon indicates that you currently have that board open. Clicking the red x will close the board.' Another annotation points to the red text of '*Municipal Status*' with the text 'A Board name turns red to indicate new information has been posted to the board.' A final annotation points to the 'Admin' board with the text 'For your WebEOC Administrator only.'

User Name

Position

Incident Name

WebEOC 7.5 intermedix™

Jenna Carrabis as Middletown EMA Log Off

WebEOC End-User Training

Boards

Activity Log

Municipal Status

Local Situation Status

Resource Requests

Shelter Status

State Significant Events

Tools

Admin

Contacts

Messages

Plugins

NWS Weather Alerts

WebEOC Mapper

A Board name turns red to indicate new information has been posted to the board.

The grey icon indicates that the user has view-only access.

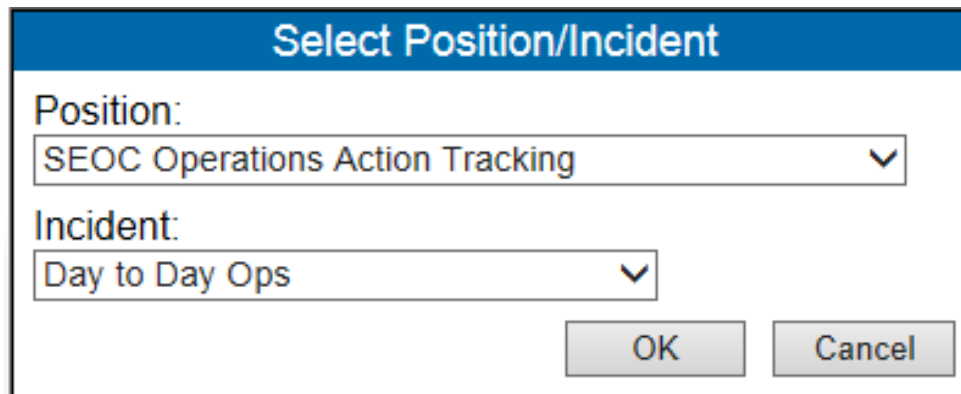
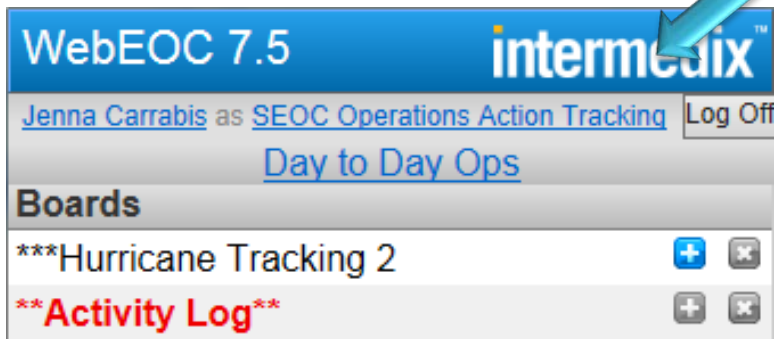
The red icon indicates that you currently have that board open. Clicking the red x will close the board.

For your WebEOC Administrator only.



EDITING YOUR POSITION AND INCIDENT

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



The dialog box is titled 'Select Position/Incident'. It contains two dropdown menus. The first is labeled 'Position:' and has 'SEOC Operations Action Tracking' selected. The second is labeled 'Incident:' and has 'Day to Day Ops' selected. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

ADDING A NEW ENTRY TO YOUR ACTIVITY LOG

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



WebEOC 7.5 intermedix™
Jenna Carrabis as Middletown EMA Log Off
WebEOC End-User Training
Boards
Activity Log (+) (-)
Municipal Status (+) (-)
Local Situation Status (+) (-)
Resource Requests (+) (-)
Shelter Status (+) (-)
State Significant Events (+) (-)

RHODE ISLAND EMERGENCY MANAGEMENT AGENCY
Activity Log (ICS-214)
Incident: Testing Incident
New Record
Priority: Show All Search: Search Clear Search
Record #: 250 Middle PD Test Post
Event Type: Notification Middletown Police Dept. - Jenna Carrabis at 10:34:24 on 4/1/2014
Position: Middletown Police Dept.
Name: Jenna Carrabis
Phone: 462.7528
Date: 04/01/2014 10:34:24
Attachments:
Map:
Address/Location: Priority Notification Local Situation Status Posted State Significant Events Not Submitted Update Record
This information is not for public disclosure and is intended for authorized WebEOC users only.
Page 1 of 1 Disable Refresh intermedix™

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



Report As Jenna Carrabis



Activity Log (ICS-214)

Incident: Testing Incident

Details

Date/Time: 4/1/2014 11:13:27

Event Type: -Choose Event Type-

Priority:

Map Label:

Address/Location:

Lat/Long: /

Attachment 1:

Attachment 2:

Details:



- Post to Local Situation Status
- Post to Statewide Significant Events Board





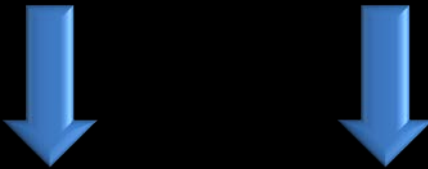
Activity Log (ICS-214)

Incident: Testing Incident

[New Record](#)

Priority: ▼


Search:

Record #: 250	Middle PD Test Post			
Event Type: Notification	Middletown Police Dept. - Jenna Carrabis at 10:34:24 on 4/1/2014			
Position: Middletown Police Dept.				
Name: Jenna Carrabis				
Phone: 462.7528				
Date: 04/01/2014 10:34:24				
Attachments:				
Map:				
Address/Location:	Priority Notification	Local Situation Status Posted	State Significant Events Not Submitted	<input type="button" value="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




Activity Log (ICS-214)

Incident: Testing Incident

Priority:


Search:

Record #:	<u>250</u>	Middle PD Test Post		
Event Type:	Notification	Middletown Police Dept. - Jenna Carrabis at 10:34:24 on 4/1/2014		
Position:	Middletown Police Dept.			
Name:	Jenna Carrabis			
Phone:	462.7528			
Date:	04/01/2014 10:34:24			
Attachments:				
Map:				
Address/Location:		Priority Notification	Local Situation Status Posted	State Significant Events Not Submitted
				<input type="button" value="Update Record"/>

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

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Disable Refresh





Report As Jenna Carrabis



Activity Log (ICS-214)

Incident: Testing Incident

Details

Date/Time: 04/01/2014 10:34:24

Event Type: Notification

Priority: Notification

Map Label:

Address/Location:

Lat/Long: /

Attachment 1:

Attachment 2:

Details:

- Post to Local Situation Status
- Post to Statewide Significant Events Board

Record History

Middle PD Test Post
Middletown Police Dept. - Jenna Carrabis at 10:34:24 on 4/1/2014

LOCAL SITUATION STATUS BOARD



Local Situation Status

Incident: Testing Incident

[Generate PDF](#)

Priority: ▾

Search:

Record #: 250	Updated Post		
Event Type: Notification	Middletown Police Dept. - Jenna Carrabis at 12:38:56 on 4/1/2014		
Position: Middletown Police Dept.	Middle PD Test Post		
Name: Jenna Carrabis	Middletown Police Dept. - Jenna Carrabis at 10:34:24 on 4/1/2014		
Phone: 462.7528			
Date: 04/01/2014 10:34:24			
Attachments:			
Map:			
Address/Location:	Priority Notification	State Significant Events Not Submitted	<input type="button" value="View Details"/>
<i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i>			
Record #: 249	EMA Test Post		
Event Type: Notification	Middletown EMA - Jenna Carrabis at 10:33:45 on 4/1/2014		
Position: Middletown EMA			
Name: Jenna Carrabis			
Phone: 462.7528			
Date: 04/01/2014 10:33:45			
Attachments:			
Map:			
Address/Location:	Priority Notification	State Significant Events Not Submitted	<input type="button" value="View Details"/>
<i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i>			



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.





State Significant Events

Generate PDF

Incident: 02/27/2014 Process Validation

State Significant Events Index

Priority: Show All

Search: Search Clear Search

Record #:	253	<p>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:</p> <p>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 14:16:03 on 4/1/2014</p>
Event Type:	SEOC Notification Level 4 Monitoring	
Position:	SEOC Operations Action Tracking	
Name:	Jenna Carrabis	
Phone:	462.7528	
Date:	04/01/2014 14:16:03	
Attachments:		
Map:		
Address/Location:	645 New London Ave, Cranston, RI 02920	
	Priority Notification	

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

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



SHELTER STATUS BOARD



The screenshot shows the WebEOC 7.5 interface. At the top, it displays "WebEOC 7.5" and the "intermedix" logo. Below this, the user is identified as "Jenna Carrabis as Middletown EMA" with a "Log Off" button. A link for "WebEOC End-User Training" is also visible. The main menu is divided into several sections: "Boards", "Tools", and "Plugins". Under "Boards", the following items are listed: "**Activity Log**", "*Municipal Status*", "Local Situation Status", "Resource Requests", "Shelter Status", and "State Significant Events". Each item has a "+" and an "x" icon to its right. A blue arrow points to the "Shelter Status" item. Under "Tools", there are "Admin", "Contacts", and "Messages". Under "Plugins", there are "NWS Weather Alerts" and "WebEOC Mapper".

- The *Shelter Status* board allows users to view shelter names, statuses, community location, capacity and current occupancy status.
- Updated and populated via the Red Cross and SEOC ESF 6 Positions.



- If you wish to see additional information about a particular shelter, select the **Details** button at the end of the shelter row.

Shelters
Incident: Day to Day Ops

Create PDF Filter: View All

NSS #	Community	Shelter Name	Status	Capacity	Occupancy	Availability	ARC	SN	PF	Generator	Last Update	Detail
Map 75873	Cumberland	Cumberland High School	CLSD	900	0	900	+			☒	01/23/2014 14:51:13	Details
Map 64263	Westerly	Westerly Senior Center	CLSD	110	0	110	+			☒	01/23/2014 14:51:04	Details
Map 59770	Tiverton	Tiverton Middle School	CLSD	175	0	175	+			☒	01/23/2014 14:50:55	Details
Map 55208	Wood River Junction	Chariho Middle School	CLSD	332	0	332	+				01/23/2014 14:50:45	Details
Map 55045	Jamestown	Melrose Elementary School	CLSD	500	0	500	+			☒	01/23/2014 14:50:32	Details
Map 54622	Warwick	Veterans Memorial High School	CLSD	384	0	384	+				01/23/2014 14:50:24	Details
Map 54607	East Providence	East Providence High School	CLSD	1000	0	1000	+				01/23/2014 14:50:11	Details
Map 136699	Providence	Providence Career & Technical Academy	CLSD	1400	0	1400	+			☒	01/23/2014 14:50:01	Details
Map 10680	Middletown	Joseph H. Gaudet Middle School	CLSD	549	0	549	+			☒	01/23/2014 14:49:52	Details

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MUNICIPAL STATUS BOARD

- The *Municipal Status* board allows for community and state situational awareness of local infrastructure, as well as local EOC status.



Municipal Infrastructure Status

Incident: Day to Day Ops



Municipality	EOC Activation	Schools	Comms	Debris	Flooding	Hazmat	Emergency Services	Gas	Power	Electric	Water	Dams	Roads	Bridges	Details	Last Updated
EMA Barrington	Closed	Open	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	03/06/2013 15:10:35
EMA Bristol	Closed	Open	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	02/08/2013 13:35:12
EMA Burrillville	Monitoring	Closed	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	03/06/2013 15:12:18
EMA Central Falls	Closed	Closed	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	06/05/2013 08:44:46
EMA Charlestown	Closed	Closed	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	10/12/2013 13:52:38
EMA Coventry	Closed	Open	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	03/06/2013 15:12:54
EMA Cranston	Closed	Open	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	03/06/2013 15:16:32
EMA Cumberland	Closed	Open	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	03/06/2013 15:16:00
EMA East Greenwich	Closed	Closed	Normal	Clear	None	None	Normal	Normal	Normal	Normal	Normal	Normal	Open	Open	Details	03/06/2013 15:13:58

- This information should be filled out and updated from ONE source within the community’s EOC.
- Designee should update this information as soon as they log into WebEOC to ensure information is up-to-date and reflects the activities occurring in each operational period.



SECTION 1: EOC Location

This should be the EXACT location of your EOC. After completely filling out your EOCs address, hit the **Get Address** button, then choose the address from the drop down menu and the Lat/Long field will auto-populate.

SECTION 3: Government Office Status


The information in this section should be a simple status RE: whether local government officers are Open or Closed with dates and times of closing and/or reopening.

SECTION 5: Declarations

The information in this section should be updated as soon as your local community has a written declared state of emergency. This will help the priority of resources if needed and/or requested. From the drop down choose Yes or No.

Municipal Status

Incident: Day to Day Ops Update Status Return to List

Municipality Name: 
 Last Updated: 03/06/2013 15:15:35

SECTION 1: EOC Location

EOC Location:	Public Safety Building
Address:	100 Federal Road
City:	Barrington
State:	RI
Zip Code:	02806
Lat/Long:	41.7478621277486 / -71.3284561788289

SECTION 2: Contact Information

EOC Phone:	401-437-3940	EOC Fax:	
Primary EM Contact Name:	Chief Bessett	Primary EM Contact Phone:	
Secondary EM Contact Name:		Secondary EM Contact Phone:	

SECTION 3: Government Office Status

Office Status:	Closed		
Expected to Open Date:		Expected to Open Time:	
Expected to Close Date:		Expected to Close Time:	

SECTION 4: EOC Status

EOC Open:	Closed	Activation Level:	Closed
Expected to Open Date:		Expected to Open Time:	
Expected to Close Date:		Expected to Close Time:	

SECTION 5: Declarations

Local State of Emergency	No
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SECTION 6: Current Situation

Type	Status	Comments
Schools	Open	
Communications	Normal	
Debris	Clear	
Flooding	None	
Hazmat	None	
Emergency Services	Normal	
Utilities (Gas)	Normal	
Utilities (Electric)	Normal	
Infrastructure (Power)	Normal	
Infrastructure (Water)	Normal	
Infrastructure (Sewer)	Normal	
Dams	Normal	
Transportation (Roads)	Open	
Transportation (Bridges)	Open	

SECTION 2: Contact Information

The information in this section should be for the contact person within your local EOC to answer any questions from the SEOC or other local EOCs if needed.

SECTION 4: EOC Status

The information in this section should be updated as soon as you log into WebEOC® and needs to be updated according to the incident and operational periods. Please state whether your EOC is Open or Closed and it's current Activation Level (Closed, Monitoring, Partial or Full). Your information will be included in the overall SEOC Executive Brief given to the Policy Group.

SECTION 6: Current Situation

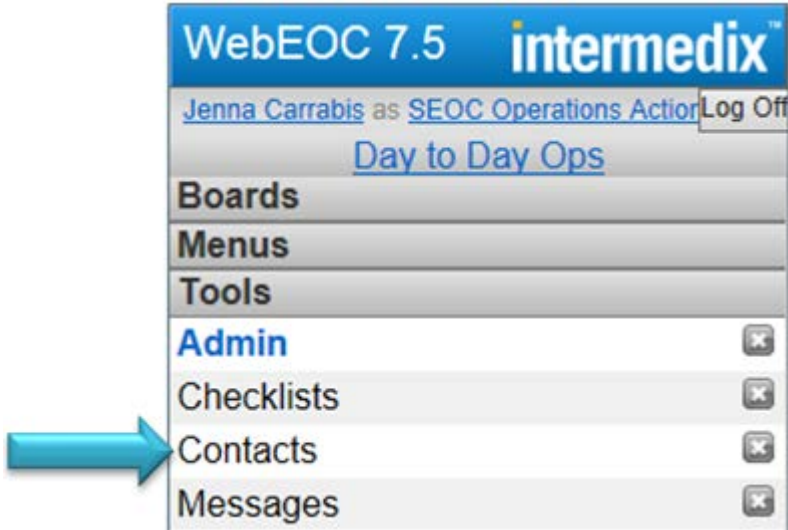
The information in this section should be updated consistently throughout the Incident and/or when changes occur within your community during the operational period. This section is a quick snap shot of your community; combined with the other EOCs, this will give the SEOC Operations Section a Common Operating Picture of the entire state and is displayed on the SEOC Municipal Status Board.

Any item of a Status other than "Normal" should include a Comment with as much detail as possible.

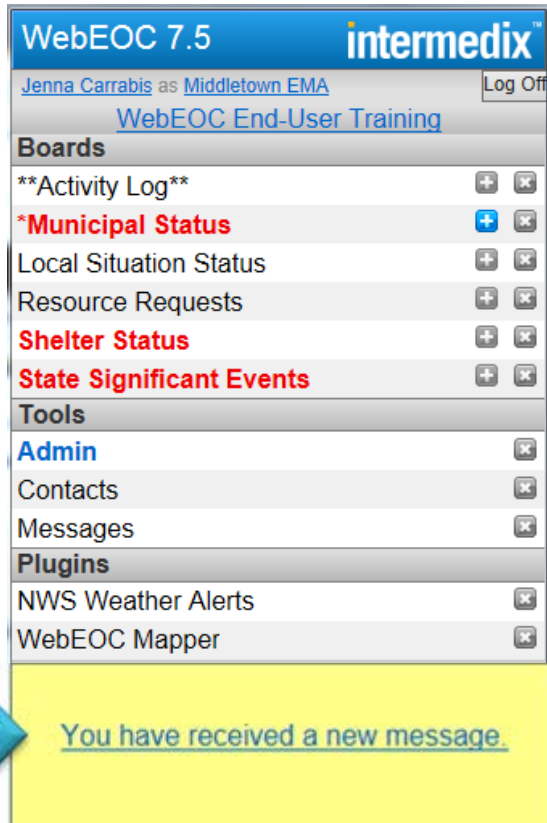


CONTACTS

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



MESSAGES



The screenshot shows the WebEOC 7.5 interface. At the top, it displays the user name 'Jenna Carrabis as Middletown EMA' and a 'Log Off' button. Below this is a navigation menu with sections: 'Boards' (containing Activity Log, Municipal Status, Local Situation Status, Resource Requests, Shelter Status, and State Significant Events), 'Tools' (containing Admin, Contacts, Messages, NWS Weather Alerts, and WebEOC Mapper), and 'Plugins'. A yellow notification box at the bottom of the menu area contains the text 'You have received a new message.' A blue arrow points to this notification box.

- *Messages* is an internal messaging system only. Any sent 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.**

Compose New Message

To:

Users: Alex Ambrosius
Alex Potts
Armand Randolph
Barrington

Groups: (RM) EMA Barrington
(RM) EMA Bristol
(RM) EMA Burrillville
(RM) EMA Central Falls

Position: (Select)
*IRI Department of Information Technology
**IWebEOC Administrator
Air Guard EOC (QP)

Generate Email

Priority and Subject

Body

Attachment:

- 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

Jenna Carrabis – RIEMA

jenna.carrabis@ema.ri.gov

(W) 401.462.7528

(C) 401.952.7581

 @RhodeIslandEMA

 facebook.com/rhodeislandema

 riema.ri.gov

