



WebEOC[®] Quick Reference Card (County Users)

What is WebEOC

WebEOC[®] provides real-time information to authorized users anywhere Internet access is available by automating the paper processes already in place to effectively manage incident information. Permissions are customized by administrators and based on incidents and positions.

Accessing WebEOC

To access WebEOC[®] you will need the following.

- Internet connection
- Web Browser (Internet Explorer 6.0 or higher)
- Web site URL
- WebEOC user name and password

Adding WebEOC to Your Favorites

To add WebEOC to your Favorites, select the **Favorites** tab in your toolbar, and select the **Add to Favorites** topic.

Pop-up Blockers

You must always turn off pop-up blockers in all web browsers and search engines when using WebEOC. To turn off your pop-up blocker in Internet Explorer, select the **Tools** tab. Select the **Pop-up Blocker** topic and the **Turn Off Pop-up Blocker** option.

Logging in to WebEOC

1. Access WebEOC: <https://webeoc1.gema.ga.gov/eoc/>
2. Enter your **user name** and **password**, and select **OK**.

3. Select your **position** and **incident name**, and select **OK**.

Control Panel Overview

Think of the control panel as your remote control. It contains all of the links needed to effectively manage data. Access to items is based on the position and incident you are logged in to. Simply click on the link to update or view information in real time.

The following are descriptions of the numbered areas on the control panel.

- 1 Your user name and position appear in this area. If your user name is highlighted, you can select it to make changes to your user account. If you are assigned to multiple positions, select the current position name to display all options and change your position without logging out of WebEOC.
- 2 This is the incident you are currently logged in to. Change incidents by clicking on the current incident name that is displayed. The Daily Operations incident is used by GEMA for routine operations. It is available for local EMA use also. Severe weather or other major events may warrant the creation of a separate incident. All EMAs also have a Training Incident available for their use.
- 3 To log out of WebEOC, select the Log Off button.
- 4 In WebEOC, incident information is transmitted and displayed in boards, making the information universally available to all authorized users simultaneously. The names of the boards function like hyperlinks. Select the name of the board to open it.
- 5 Boards that are red have new information posted to them.
- 6 These buttons will be removed in future WebEOC editions. If one of the buttons is red, that board is open, but it is either minimized or another window is blocking it from view.

The Position Log

The Position Log is designed to replace individual note pads and allows each user to record information in WebEOC. Users assigned to the same position can review each other's notes to maintain continuity. To post an entry, select the **Position Log** board. In the Position Log window, select the **New Record** button. Complete the record. Note that the user has several options available when finished with an entry; you may save it as a position log entry or select one (or more) of the routing options to share the entry with others in the local EOC or on a regional or statewide basis. After choosing the routing option, if appropriate, select the **Save** button.

Details

Date/Time: 7/30/2012 15:25:36

Jurisdiction: Appling County

Event Type: (Select)

Priority: [Dropdown]

Point of Contact Name:

Contact Number:

Map Label:

Address/Location: [Text] [Get Address] [Map It]

Lat/Long:

Attachment 1: [Browse...]

Attachment 2: [Browse...]

Details:

Record History

Routing: County Significant Events
 GEMA Area Significant Events
 Statewide Significant Events

[Save] [Cancel] [Spell Check]

County Situation Report

Certain positions have permissions to create and/or edit the County Situation Report. All other positions have read only access to published reports. To access the reports select the County Situation Report hyperlink from the Control Panel. The List View appears and displays all published reports. Select View or Update depending on your intent. To create a new report select Create Report. (This button is only viewable for certain positions.)

Emergency Operations Center Situation Report

Incident: Training - SOC July 18, 2012 [Create Report]

Report #	Operational Period	County	Report Date/Time	Last Updated	Situation Report	Update	Published
23	0700 to 1900	Appling County	07/31/2012 1439	07/31/2012 15:13:05	[View]	[Update]	[Green Checkmark]

After selecting Create Report enter the information into the input screen and select Save. Completing this step enables others to begin entering their information into the report.

Emergency Operations Center Situation Report

Incident: WebEOC Demonstration

Details

Report Date: 4/3/2012

Report Time: 7:00 PM

Report #: 001

Operational Period: 7:00 AM to 7:00 PM

EOC Activation Level: Partial

Declaration of Emergency: Local SOE declared (4/2/12)

County: Appling County

GEMA Area: [Dropdown]

[Save] [Cancel] [Spell Check]

Resource Requests

Use the Resource Request link on the Control Panel to generate, update or track the status of a request for human or material resources. Select the link and the list view appears. Users can track the status of requests from this view or submit new requests. All users in County EOCs can create and update requests and route them within the local EOC, however, only certain key positions can submit the requests to the State Operations Center. Select the View All button to see all open requests for your jurisdiction.

Resource Requests

Incident: Active Incidents [New Record] [My Assignments] [My Requests] [View All]

Tracking #	Jurisdiction	Resources	UOM	Quantity	Priority	Time Due	Assigned To	Status	Details
APPL_080924	Appling County	Map Backhoe Backhoe	Each	1	High (See Legend)	07/30/2012 15:33:00	APPL - EMA Director (ESF #)	Cancelled	[Select]
APPL_081021	Appling County	Air Conditioner	Each	2	Priority (12 hrs.)	07/30/2012 08:47:00	APPL - EMA Director (ESF #)	Cancelled	[Select]

After Action Review

All users can access the After Action Review board. Use this feature during training or actual events to capture ideas, notes and lessons learned pertaining to the event.

Contacts

The Contacts board functions as an address book for each user. After opening the board a user can add, edit or delete contacts. Contacts can be saved as Shared (viewable by everyone in the EOC), Position (viewable only by personnel assigned to the same position or User (viewable only by the user who created the contact). Users can also share contacts by entering an e-mail address into the appropriate field and selecting Save. This will e-mail contact information to the desired recipient.

Significant Events Boards

The Significant Events Boards allow users to share important information throughout the local EOC or on a regional or statewide basis. There are three Significant Events boards; County Significant Events, Regional Significant Events and Statewide Significant Events. These boards are populated by selecting one or more of the "Routing" options at the bottom of the Position Log input screen. To view County, Regional or Statewide Significant Events select the appropriate hyperlink on the Control Panel.

Significant Events

Incident: Training - SOC July 18, 2012

Priority: Show All [Search] [Clear Search]

Record # [212] This test message should post to County Significant Events.

Event Type: (Select) APPL - EXEC PIO (ESF 15)

Position: APPL - EXEC PIO (ESF 15)

Name: Victoria Hamrick

Phone: 4046357010

Date: 08/02/2012 14:32:51

Attachments:

Map:

Address/Location: 121 North Alfred Street Atlanta GA 30303

Priority: Low

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

Users can update individual sections of the report throughout the operational period by selecting the appropriate ESF. When the final report is ready to be published make sure to select Report Complete "Yes" before saving each section.

Situation Report Number:

Emergency Opera
Appling County - Sit
09/26/2012
Operational Period:

Menu

- ESF-1 (Transportation)
- ESF-2 (Communications)
- ESF-3 (Public Works)
- ESF-4 (Fire)
- ESF-5 (Emergency Mgmt)
- ESF-6 (Mass Care / Sheltering)
- ESF-7 (Logistics)
- ESF-8 (Public Health)
- ESF-9 (Search and Rescue)
- ESF-10 (Haz Mat)
- ESF-11 (Agriculture)
- ESF-12 (Energy)
- ESF-13 (Law Enforcement)
- ESF-14 (Long Term Recovery)
- ESF-15 (External Affairs)
- Publish SitRep

Executive Summary -
EOC Activation Level - Partial
Local Declaration of Emergency - Local SOE
Current Weather Forecast -

INCIDENT INFO

Location of Affected Areas -
Fatalities/Injuries -
Number of Structures Damaged -
Status of Electric and Gas Utility Service -

FUTURE CONCERNS

File Library

The File Library allows users to upload and share documents and files with other users in the EOC. Examples include standard operating guides and reference documents. File types include Word documents, Excel spreadsheets, PDFs, images, or other file types. Sub-folders can also be added. Open a folder in the Folder List to access sub-folders and files. Information in File Library is accessible by all EOC users therefore avoid using this location to store sensitive information.

WebEOC Assistance

Utilize the WebEOC Help Desk board to submit a trouble ticket to the GEMA System Administrator. Utilize the WebEOC Help Tool (final link on the Control Panel) to access the online WebEOC Help System.