

2016

WebEOC Training  
Student Guide



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This training course was developed by Pinellas County Emergency Management to support the implementation of WebEOC® in Pinellas County, Florida.

Comments concerning this course should be addressed to:

Pinellas County Emergency Management

10750 Ulmerton Rd.

Building 1 Suite 267

Largo, Florida 33778

727-464-5550

For WebEOC technical support contact-

**Intermedix Support Desk**

**1-877-771-0911**

24 hours a day / 7 days a week /365 days a year

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**DISPLAY**

**Slide 1: Welcome to WebEOC Training**



**WELCOME**

**WELCOME**

- Instructor introductions
- Participant introductions
- General Housekeeping in Training Room
- Fire Safety In Building
- Restroom Locations
- Breaks approximately every hour
- Student Guides for this training are located in red binders at each of your positions.

***PLEASE leave the red binders at each position for future training classes.***

*The training material is also available for download on our SharePoint site.*

**DISPLAY**

**Slide 2: Training Objectives**

## Training Objectives

- Instructor-
  - Describe purpose and function of WebEOC
  - Describe Pinellas County’s implementation of WebEOC
  - Describe purpose and function of WebEOC Control Panel
  - Define various WebEOC “boards”
  
- Student-
  - Demonstrate ability to login to WebEOC
  - Demonstrate ability to use WebEOC boards
  - Demonstrate ability to utilize WebEOC plugins



**NOTES**

**DISPLAY**

**Slide 3: Expectations / Agenda**

## Expectations / Agenda

- Overview of Log In and Use of Control Panel
- Cover Main Boards
  - Essential Elements of Information (EEI)
  - Event Reporting- Activity Log & Significant Events
  - Healthcare Facility Status
  - Resource Request/Task Assignment
  - Situation Report
  - Battle Rhythm
  - Shelters
  - Damage Assessment (Municipalities)
- Overview of Additional Tools & Plug In Boards
- Completion of Practical Exercise



**NOTES**

**DISPLAY**

**Slide 4: Purpose & Function of WebEOC**

## Purpose & Function of WebEOC

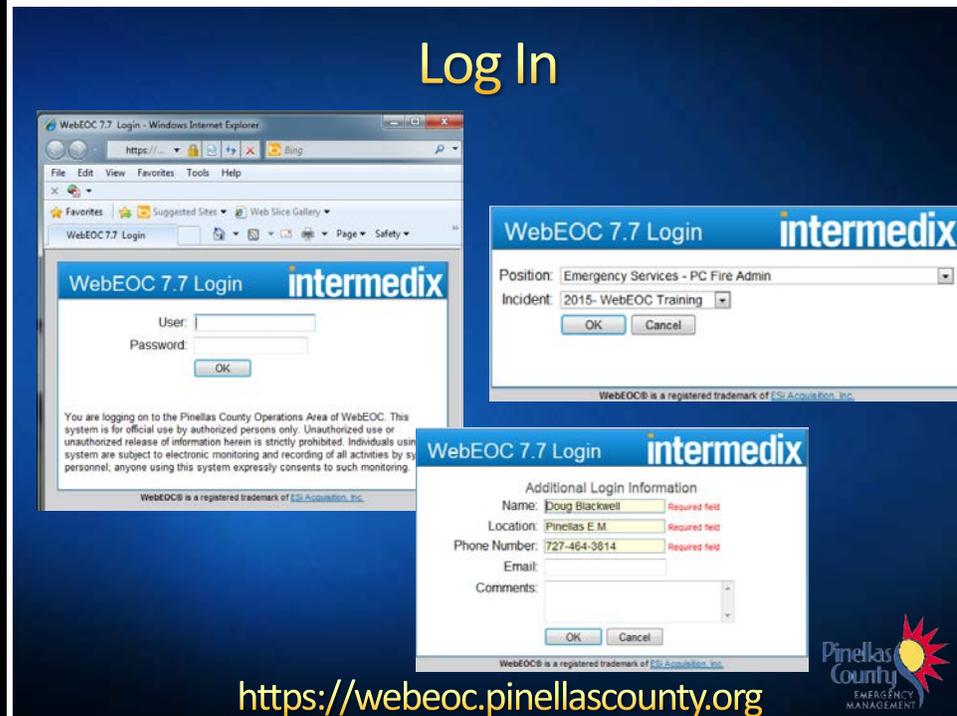
- Server-based software program that is accessible from the internet
- Designed to make crisis information available to authorized users everywhere
- Can be customized based on local requirements while providing a link between jurisdictions
- Can be used in all phases of emergency management to enhance intra-agency and inter-agency communication during all incidents, regardless of size or complexity



**NOTES**

## DISPLAY

### Slide 5: Login Screen



## OVERVIEW

**Description-** The Login Screen enables authorized users to sign in/log in to Pinellas County's WebEOC.

**Purpose-** The focus of the Login screens is to establish security of the WebEOC environment.

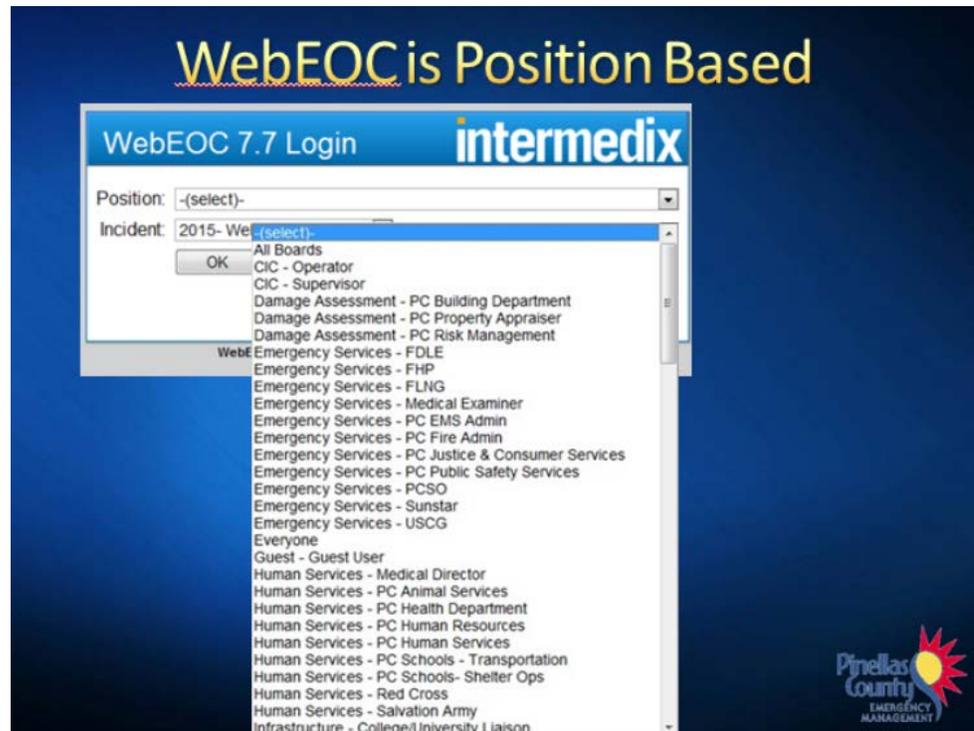
**How, When, Why-** The Login process provides an accurate reporting of users in the system, as well as, the activity generated during an incident. This data can then be compiled into many useful reports and used throughout an operational period and/or as part of After Action reporting of an incident.

**Who-** All users including but not limited to- EOC desk position staff, Logistics & PIO staff, Municipal EOC & special fire district personnel, etc.

<p><b>SIGNIFICANT FUNCTIONS</b></p>	
	<p>Access the WebEOC site using the WebEOC icon located on desktop; or- the Pinellas County's WebEOC site at- <a href="https://webeoc.pinellascounty.org">https://webeoc.pinellascounty.org</a></p>
	<p>On the WebEOC Log In screen- Enter your <b>User Name</b> and <b>Password</b></p>
	<p>Select <b>OK</b></p>

## DISPLAY

### Slide 6: WebEOC is Position Based



## OVERVIEW

- Each user account in WebEOC is assigned to a position;
- That position is then assigned to a group; and,
- Then that group is assigned to an incident.

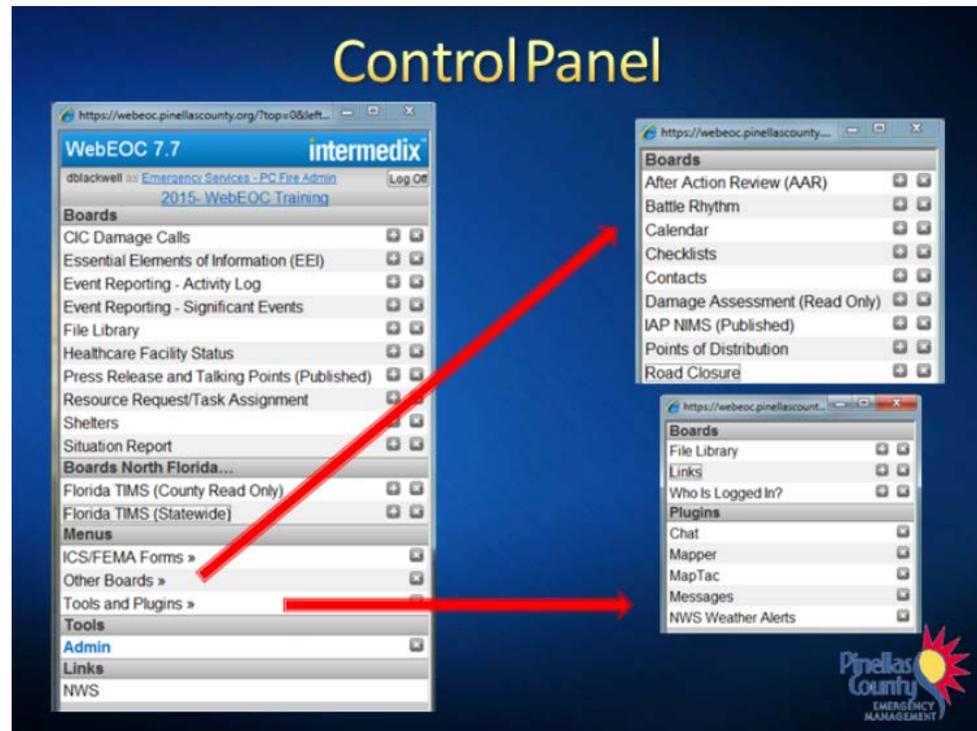
**EXAMPLE-** Gayle Guidash is assigned to the Position- PC Health Dept; PC Health Dept is assigned to the Group- Human Services which is assigned within the Incident- “Hurricane Jones”

Individual users will have different levels of rights depending upon the position selected during the login process. This allows all positions to view the boards and restricts who can change or modify a board

**EXAMPLE-** Gayle in the example just mentioned is assigned rights to change or modify the **Healthcare Facility Status** board. Most other users can only view the board and not modify it.

## DISPLAY

### Slide 7: Control Panel



## OVERVIEW

**Description-** The Control Panel is the information hub in WebEOC. The Control Panel uses “boards” to track display and manage crisis information in WebEOC.

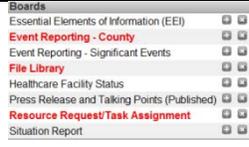
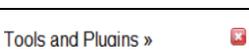
**Purpose-** The collapsible sections of Control Panel make navigating within WebEOC easier.

**How, When, Why-** This enables users to rapidly access status boards, menus boards, and various tools and plug in boards to find and/or input information that is needed during an incident.

The names of boards change to a red font to alert users when new data has been posted to a status board.

Use the **Log Off** button to exit WebEOC.

**Who-** All users including but not limited to- EOC desk position staff, Logistics & PIO staff, Municipal EOC & special fire district personnel, etc.

<p><b>SIGNIFICANT FUNCTIONS</b></p>	
	<p>The <b>Control Panel</b> automatically opens after Logging in to WebEOC</p>
	<p>Under <b>Boards</b> explore various boards to view their layout by double clicking the mouse over the board you want to view.</p>
	<p>To close the board you just viewed- Click on the red X button in the upper right hand corner of the Internet Explorer window.</p>
	<p>View <b>Menus</b> and it's the various boards.</p>
	<p>To close the board you just viewed- Click on the red X button in the upper right hand corner of the Internet Explorer window.</p>
	<p>Open <b>Other Boards</b> (double left click) to see additional boards.</p>
	<p>To close the board you just viewed- Click on the red X button in the upper right hand corner of the Internet Explorer window.</p>
	<p>Left click on <b>Tools &amp; Plugins</b> to see additional resources available.</p>
	<p>To close the board you just viewed- Click on the red X button in the upper right hand corner of the Internet Explorer window.</p>
<p><b>NOTES</b></p>	



**DISPLAY**

**Slide 9: General Color Code- Reporting vs Priority**

Municipality Fire District	EOC Activation Level	Government Office Status	SPNds Evac	Barrier Ist Evac	Communications	Emergency Services Status	Re-Entry Approved	Water Status	Sewer Status	Search and Rescue Residential First Pass	Search and Rescue Crib Facilities First Pass	Debris Clearance Heavy Roads	Govt. Fuel Supply (On Hand)	Last Updated	Details
Belleair	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	IA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		02/19/2015 13:43:00	<a href="#">View</a> <a href="#">Update</a>
Belleair Beach	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	IA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		02/19/2015 13:43:00	<a href="#">View</a> <a href="#">Update</a>
Belleair Bluffs	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	IA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		02/19/2015 13:43:00	<a href="#">View</a> <a href="#">Update</a>
Belleair Shores	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	IA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		02/19/2015 13:43:00	<a href="#">View</a> <a href="#">Update</a>
Cleanwater	Full	Normal - Not Reporting	Complete	Complete	No OPIs Reporting Assistance	Degraded OPIs - Reduced Capability	NA	Degraded OPIs - Reduced Capability	Degraded OPIs - Reduced Capability	Less than 50% Complete	Less than 50% Complete	Less than 50% Complete	2-3 days	02/19/2016 15:43:51	<a href="#">View</a> <a href="#">Update</a>
Dunedin	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	IA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	50% or More Complete	Not Applicable - Not Reporting		03/02/2015 11:20:21	<a href="#">View</a> <a href="#">Update</a>
East Lake FD	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	IA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		02/19/2015 13:43:00	<a href="#">View</a> <a href="#">Update</a>
Gulfport	Full	Closed - No ops	Not Applicable - Not Reporting	Complete	Normal - Not Reporting	Degraded OPIs - Reduced Capability	NA	Normal - Not Reporting	Normal - Not Reporting	Complete	Complete	Not Staked	1 Day	02/19/2015 16:15:05	<a href="#">View</a> <a href="#">Update</a>

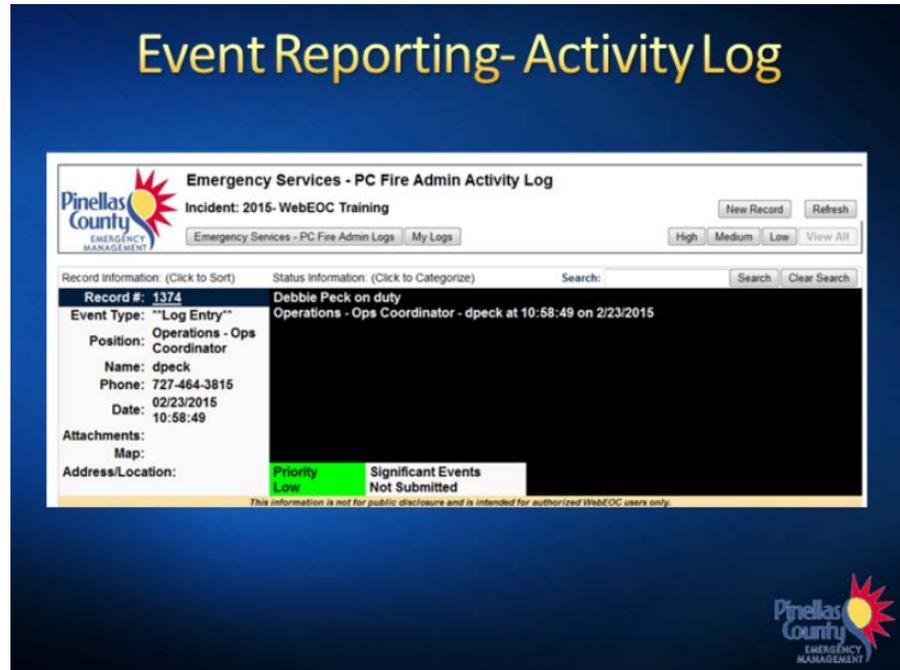
**OVERVIEW**

The general coding used with WebEOC consists of:

COLOR	STATUS REPORT	ACTIVATION PRIORITY
Grey	Normal/Not Reporting	Not Activated
Yellow	Reduced Operations	Monitoring
Gold		Partial Activation
Red	No Operations	Full Activation
Green	Restored Operations	
Blue	Closed	

## DISPLAY

### Slide 10: Event Reporting- Activity Log



## OVERVIEW

**Description-** The Event Reporting- Activity Log board allows WebEOC users to document actions taken by personnel during their shift.

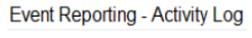
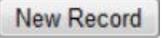
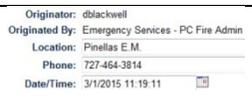
**Purpose-** It allows desk officers and agencies to track information and document important actions. Anything that was done at your position is being captured to serve as a diary of activity.

**How, When, Why-** This board has the name of the position you are logged in to at the top of the board. It allows agencies to track: event names and details; statuses; contact information, position name, and real name of those reporting; maps of the area; and more.

**Recommendation- at a minimum, create a log entry each time you report for duty and go off duty.** Other entries during your shift are made at your discretion and may include noteworthy actions and/or occurrences that you want to document, such as-

- Event names and details
- Statuses
- Contact information
- Maps of the area, etc.

**Who-** All users including but not limited to- EOC desk position staff, Logistics & PIO staff, Municipal EOC & special fire district personnel, etc.

SIGNIFICANT FUNCTIONS	
	Find the <b>Event Reporting- Activity Log</b> board on the <b>Control Panel</b> under <b>Boards</b>
	Left click on board to open.
	Click on <b>New Record</b> tab.
	Review pre-populated data.
	Choose <b>Log Entry</b> for Event Type.
	Click <b>Low</b> in Priority field.
	In <b>Change Work Status</b> , choose On Duty.
	Fill in remaining applicable fields.
	Click <b>Save</b> .
	Close board by clicking on red X in upper right corner of board

## DISPLAY

### Slide 11: Event Reporting- Significant Events Board

**Event Reporting- Significant Events**

Pinellas County EMERGENCY MANAGEMENT

Incident: Dougs Incident

Search: [ ] Search Clear Search Priority: Show All Refresh

Record Information: (Click to Sort) Status Information: (Click to Categorize)

Record #: 1361

Event Type: Water Main Break

Position: Emergency Services - PC Fire Admin

Name: dblackwell

Phone: 727-464-3814

Date: 01/13/2015 13:46:21

Address/Location: 400 Mandalay Ave

Priority: Medium

Received Call from Clearwater Public Works Crew. They are working a water main break at this location. Water pressure is extremely low for moajority of north Clearwater Beach.  
Emergency Services - PC Fire Admin - dblackwell at 13:46:21 on 1/13/2015

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

## OVERVIEW

**Description-** The Significant Events board is used to track events/activities and logs “who did what when.” This provides everyone with a common operating picture.

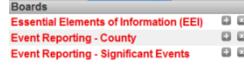
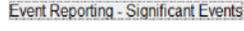
**Purpose-** The Significant Events board provides a real-time chronology of the actions taken during an event, from beginning to end.

WebEOC users should use this board anytime they have information which would be deemed important to know during and after the event.

**How, When, Why-** Entries in this board include:

- person originating the event
- event type
- date and time of the entry
- location
- priority level
- details summarizing the event information.

**Who-** All users including but not limited to- EOC desk position staff, Logistics & PIO staff, Municipal EOC & special fire district personnel, etc.

<p><b>SIGNIFICANT FUNCTIONS</b></p>	
	<p>Find the <b>Event Reporting- Significant Events</b> board on the <b>Control Panel</b> under <b>Boards</b></p>
	<p>Left click on board to open and view list of significant events.</p>
	<p><b>Create a Significant Event</b> by returning to Control Panel and opening <b>Event Reporting- Activity Log</b> board, then click on <b>New Record</b> tab.</p> <p>For Municipalities/Fire Districts- Open <b>Event Reporting- (Your Municipality)</b> board, then click on <b>New Record</b> tab.</p>
	<p>Review pre-populated data.</p>
	<p>Under <b>Event Type</b> choose an applicable event from drop down box.</p>
	<p>In <b>Priority</b> field choose applicable.</p>
	<p>Fill in remaining fields that are applicable.</p>
	<p>Fill in <b>Details</b> field to describe the significant event.</p>
	<p>Click on box next to <b>Significant Event</b>.</p>
	<p>Click <b>Save</b>.</p>
	<p>Close board by clicking on red X in upper right corner of board</p>
<p><b>NOTES</b></p>	

**DISPLAY**

**Slide 12: Essential Elements of Information (EEI) Board**

**Essential Elements of Information (EEI)**

Municipality / Fire District	EOC Activation Level	Government Office Status	SpNds Evac	Barrier Isl. Evac	Communications	Emergency Services Status	Re-Entry Approved	Water Status	Sewer Status	Search and Rescue Residential First Pass	Search and Rescue Crit. Facilities First Pass	Debris Clearance Major Roads	Govt. Fuel Supply (On Hand)	Last Updated	Details
Belleair	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	NA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		10/20/2014 11:51:59	<a href="#">View</a>
Belleair Beach	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	NA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		10/20/2014 11:51:59	<a href="#">View</a>
Belleair Bluffs	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	NA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		10/20/2014 11:51:59	<a href="#">View</a>
Belleair Shores	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	NA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		10/20/2014 11:51:59	<a href="#">View</a>
Clearwater	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	NA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		10/20/2014 11:51:59	<a href="#">View</a>
Dunedin	Not Activated	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable	Normal - Not Reporting	Normal - Not Reporting	NA	Normal - Not Reporting	Normal - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting	Not Applicable - Not Reporting		10/20/2014 11:51:59	<a href="#">View</a>

**OVERVIEW**

**Description-** The Essential Elements of Information (EEI) board is designed to summarize key information regarding a jurisdictions’ status.

**Purpose-** The focus of this board is to provide current information regarding a particular municipality or fire district.

**How, When, Why-** The board focuses on the big picture such as- General Information (Is EOC activated) Evacuation Status (Shelters staffed, barrier islands evacuated); Disaster Impact/Infrastructure Status (Casualties, emergency services status) Response Operations (Search & rescue, debris clearance).

This board is used by the County to gather important information which provides overall situational awareness. It is also ideally suited for the needs of senior executives and elected officials at all levels; special fire districts, city, county, state and federal government.

Fill out as much of the board as possible; some information may not be available right away. Don’t let that delay sending in the EEI.

**Who-** Municipal EOC staff and respective fire district personnel in each jurisdiction will enter data for their jurisdictions, including Special Needs evacuations status.

## SIGNIFICANT FUNCTIONS



Find the **EEI** board on the **Control Panel** under **Boards**



Left click on board to open.



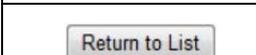
Review columns and rows to be familiar with data that is available.



Find a city you would like to see more information on.

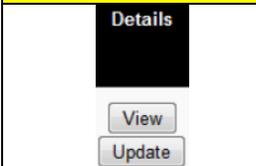


Left click on View button (right side of board).



When done viewing additional information, click on **Return to List button** (right side) to return to **EEI** board.

## FOR MUNICIPALITIES WANTING TO UPDATE INFORMATION



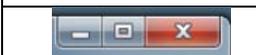
Select **Update** on right side of your City's row.



Fill in all applicable fields.



Click **Save** and it will return to the EEI board.



Close board by clicking on red X in upper right corner of board.

## NOTES

**DISPLAY**

**Slide 13: Healthcare Facility Status Board**

Facility Name	Address	Facility Type	Number of Residents	Evacuation Level	Healthcare Evacuation Status	Primary Evacuation Location	Transportation Needed	Transport Dispatched	Details	Last Updated
_Halfway Home	424 79th ave. st pete beach fl	Nursing Home	0	C	Evac Complete		Yes	Yes	View	04/04/2014 14:03:30
80th Place	5551 80th Place, Pinellas Park, FL, 33781	ALF		C	Evac Complete		Yes	No	View	04/30/2013 14:15:40
-	2101 47th Terr E, Bradenton, FL	Ambulatory Surgery Center	0	A					View	03/29/2014 09:58:58
A Casa Mango ALF	6800 Mango Ave. S., St. Petersburg	ALF		C					View	04/04/2013 17:09:37
A Rose Garden	1655 Curlew Rd., Palm Harbor	ALF		N					View	04/04/2013 17:09:37
A Tropical Paradise ALF, LLC	5226 23rd Ave. No., St. Petersburg	ALF		N					View	04/04/2013 17:09:37
Abbey Rehab & Nursing Center	7101 9th Street North, St. Petersburg, FL 33702	Nursing Home		B	Evac Complete				View	06/09/2013 21:35:10
Accordia Woods LLC	1889 Curlew Road, Palm Harbor	ALF		N					View	04/04/2013 17:09:37
Adkinson Retirement Home	2050 58th St. N., Largo	ALF		N					View	04/04/2013 17:09:37
Adrian Manor	2166 9th Ave N, St. Petersburg	ALF		N					View	04/04/2013 17:09:37
Adult Home Care Villa	4760 8th Avenue S, St. Petersburg	ALF		N					View	04/04/2013 17:09:37
Advanced Health & Rehabilitation Center	401 Fairwood Ave., Clearwater	Nursing Home		N	Evac Not Started				View	06/09/2013 21:35:33

**OVERVIEW**

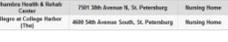
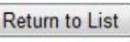
**Description-** This board provides users-detailed information on the status of healthcare facilities by type.

**Purpose-** The Healthcare Facility Status board provides important information regarding ALF’s Dialysis Centers, Hospitals, and Nursing Homes & Ambulatory Surgery Centers within Pinellas County.

**How, When, Why-** Information such as the facility name/type/location; number of residents, evacuation level/status, etc is displayed in a tabs which include all facilities or can be broken down by type (ALF, Hospital, Nursing Home, etc)

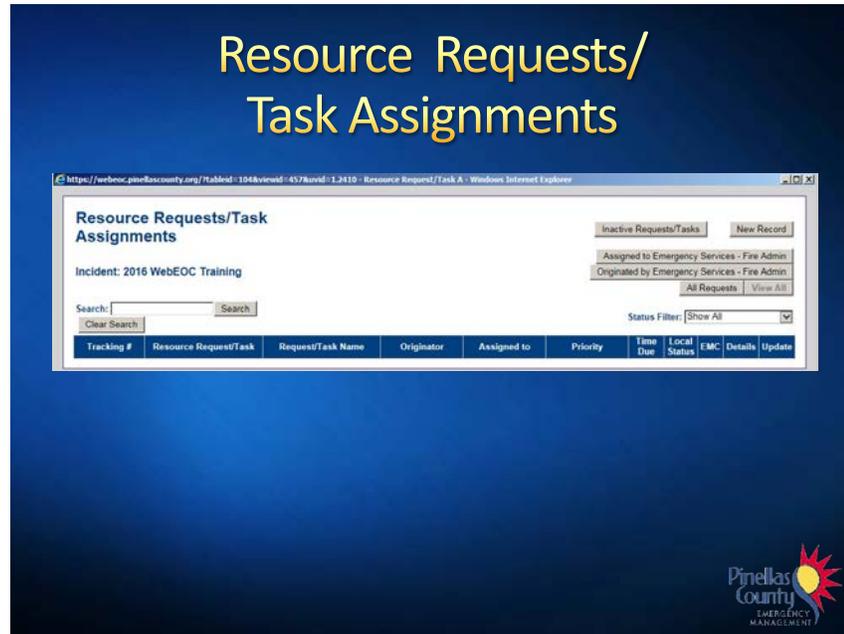
Additional information on the specific facility can be can be obtained by clicking on the View button. Examples of information available includes- contact information and operational status (A/C, sewer, water/food needs, etc).

**Who-** All users will be able to view the board. Only users with specific access rights and assigned positions will be able to update/modify the board (i.e., some health & medical personnel in ESF #8).

<p><b>SIGNIFICANT FUNCTIONS</b></p>	
	<p>Find the <b>Healthcare Facility Status</b> board on the <b>Control Panel</b> under <b>Boards</b></p>
<p>Healthcare Facility Status</p>	<p>Left click on board to open.</p>
	<p>Review columns and rows to be familiar with data that is available.</p>
	<p>Find a healthcare facility you would like to see more information on.</p>
	<p>Left click on View button (right side of board)</p>
	<p>When done viewing additional information, click on <b>Return to List</b> button (right side) to return to <b>Healthcare Facility</b> board.</p>
<p><b>HEALTH DEPT. &amp; OTHER ESF'S NEEDING TO UPDATE INFORMATION</b></p>	
	<p>Select <b>Update</b> on right side of row for the facility needing an update.</p>
	<p>Fill in all applicable fields.</p>
	<p>Click <b>Save</b> and it will return to the Healthcare Facility Status board.</p>
	<p>Close board by clicking on red X in upper right corner of board.</p>
<p><b>NOTES</b></p>	

## DISPLAY

### Slide 14: Resource Requests/Task Assignments Board



## OVERVIEW

**Description-** Used by all WebEOC users to request resources and / or assign tasks.

**Purpose-** The Resource Requests/ Task Assignments board is a tool utilized for submitting requests for resources or assigning tasks which cannot be obtained from one's own department/jurisdiction while providing a method to track processing and delivery status of the request.

**How, When, Why-** The Resource Requests/Task Assignments board will be used for **ALL** resource requests and/or task assignments for users who are unable to obtain it from their respective department/jurisdiction.

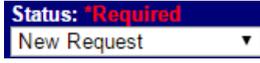
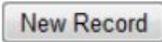
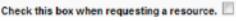
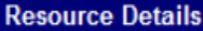
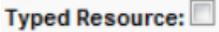
Pinellas County will make every attempt to obtain request locally within ESF/EOC desk positions and/or county inventory & contract leasing. If the resource request/task assignment cannot be fulfilled in this manner; then it will be submitted to the State EOC via EM Constellation by Pinellas County Logistics after being approved by the Ops Chief.

This board is used to track the receipt, deployment and return/disposition of any resources that have been requested.

**Who-** Resource Request/Task Assignment is used by any user who needs resources to complete emergency assignments or tasks. Specifically, all ESF/EOC Desk positions, EOC Logistics & Planning sections, Municipalities and Fire Districts.

<b>SIGNIFICANT FUNCTIONS</b>	
	<p style="text-align: center;"><b>TASK</b> – “Something you do”  <b>RESOURCE</b> – “Something you need to do it (task) with”</p>
Resource Request/Task Assignment	<p>Click <b>Resource Requests/Task Assignments</b> from the Control Panel.  The <b>Resource Requests/Task Assignments</b> window appears</p>
	<p><b><u>Monitoring Resource Requests &amp; Task Assignments</u></b></p> <p>Users are able to monitor <b>Requests/Task Assignments</b> and manage their <b>Resource Requests/Task Assignments</b> boards</p>
Assigned to Emergency Services - Fire Ad	<ul style="list-style-type: none"> <li>• <b>Assigned to <i>position name</i></b>- Resource or Task given to you by others</li> </ul>
Originated by Emergency Services - Fire	<ul style="list-style-type: none"> <li>• <b>Originated by <i>position name</i></b>- Requests you have sent/made to others.</li> </ul>
All Requests	<ul style="list-style-type: none"> <li>• <b>All Requests</b>- Requests made by all WebEOC Users for the incident.</li> </ul>
View All	<ul style="list-style-type: none"> <li>• <b>View All</b>- Requests &amp; Tasks made by all WebEOC Users for the incident</li> </ul>
Inactive Requests/Tasks	<ul style="list-style-type: none"> <li>• <b>Inactive Requests/Tasks</b>- Requests/Tasks with Completed/Closed statuses.</li> </ul>
	<p>Select the applicable button for what type of view you want to monitor.</p> <p>To view specific details of a Resource Requests/Task select the <b>View</b> button under the <b>Details</b> column. This will display the current status, history and specific information.</p> <p>To update specific details of a Resource Requests/Task select the <b>Update</b> button under the <b>Update</b> column. This will allow you to populate the fields with any new information that needs to be updated in the record.</p> <p>To add comments; (after select the <b>Update</b> button indicated above) select the <b>Add Comment</b> button on the right side of screen towards the bottom of the form.</p> <p>Once applicable fields are filled in, select the <b>Save</b> button.</p> <p>Close board by clicking on red X in upper right corner of board.</p>
<b><u>TO CREATE A TASK ASSIGNMENT</u></b>	
New Record	<p>To create a new <b>Task Assignment/ Resource Requests</b>- Click <b>New Record</b></p>

<b>Task/Resource Request Details</b>	Complete the ' <b>Task/Resource Request Details</b> ' Section:
Task/Resource Request Name	<b>Task/Resource Name:</b> Enter task/resource name. (Keep it simple but descriptive. (Limited to 50 characters)
Task/Resource Request Details:	<b>Task/Resource Details:</b> Provide What, Who, When and Where type information. Provide a detailed description of the need you are requesting to be filled.
Task/Request Objective:	<b>Task/Resource Objective:</b> Describe why you need what is being requested. What do you need to accomplish with it? What is the goal of the request?
Attachment:	<b>Attachment:</b> Click Browse to add any attachments that are needed to facilitate the request or assignment.
Priority	<b>Priority:</b> Select from the drop down menu the priority for the request (Life safety, Routine, etc).
Date/Time Due	<b>Date/Time Due:</b> Will auto populate based on the priority you selected and project how many hours before request is due. The date/ time due can be overridden by clicking on the calendar icon and manually choosing a date/time.
<b>Primary Point-of-Contact</b>	Complete the ' <b>Primary Point of Contact</b> ' Section
<input type="text"/> First Name <input type="text"/> Phone Number <input type="text"/> Alt Phone Number	Fill in applicable fields (Name & phone number are required fields) <i>Additional information re: email, alternate phone number, fax, etc is recommended.</i>
<b>Secondary Point-of-Contact</b>	Complete the ' <b>Secondary Point of Contact</b> Section:
<input type="text"/> First Name <input type="text"/> Phone Number <input type="text"/> Alt Phone Number	Fill in applicable fields (This section is not required, but highly recommended) <i>Often, the primary contact cannot be reached (off duty, unavailable on scene, etc)</i>
<p style="text-align: center;">For <b>Task Assignments:</b> continue Steps 1-3 below to complete, save &amp; close the board</p> <p style="text-align: center;">For <b>Resource Requests:</b> see additional instructions under yellow heading below.</p>	
<b>Step #1</b>	<b>Assigned To:</b> Section:
Assigned To: <b>Required</b> <input type="text"/> -(select)-	Select from drop down menu who this task assignment is being assigned to

	(i.e. an EOC desk position, Logistics, State EOC, etc.)
<b>Step #2</b>	<b>Status: Section:</b>
	Select <b>New Request</b> from drop down menu
<b>Step #3</b>	<b>To Save &amp; Close the Task Assignment-</b>
	Click <b>Save</b>
<b><u>TO CREATE A RESOURCE REQUEST</u></b>	
	Click on <b>New Record</b> button (upper right corner of board)
	Return to the top of the form where the <b>Task/Resource Request Details</b> section is.
	<p>Insert a <b>Mission Tracking</b> number if this request is related to another previously assigned mission.</p> <p>Underneath the <b>Attachment</b> field there is a box which reads-</p> <p><b>Check This Box When Requesting a Resource</b></p> <ul style="list-style-type: none"> <li>• Click on the box.</li> <li>• The form will expand with new information to be added to the following sections: <b>Resource Details, Deliver To, EM Constellation and Billing.</b></li> </ul>
	<b>Complete the 'Resource Details' Section:</b>
	<b>Request Made On Behalf Of:</b> Enter who the request is being order for.
	<b>Typed Resource:</b> Click on the box to display and see applicable ESF section. This will be primarily used by the <b>Logistics Section</b> when FEMA Type Codes are already known.
	<b>Type:</b> Type in the resource you are requesting into this field.
	Finish filling in remaining fields with specific information that is need and/or can assist in requesting the resource. (unit of measure, cost, etc)

<p><b>Deliver To</b></p>	<p>Complete the <b>'Deliver To'</b> Section:</p>
<p>First Name <input type="text"/> *Required  Phone Number <input type="text"/> *Required</p>	<p><b>Name &amp; Phone Number:</b> <u>REQUIRED</u> Fields</p>
<p>Address <input type="text"/></p>	<p>Fill in remaining fields (Address, Destination description field, etc.)</p>
<p><b>Special Instructions:</b></p>	<p>Be specific in providing address information and use the Special Instructions field to add any important information regarding the delivery location.</p>
<p><b>EM Constellation Details</b></p>	<p>Complete the <b>'EM Constellation Details'</b> Section: <b><i>LOGISTICS ONLY</i></b></p>
<p><input type="radio"/> Food/Water/ice <input type="radio"/> Fuel <input type="radio"/> Maps/Displays</p>	<p>Click on bubbles to indicate what request is for (food, fuel, shelter, etc)</p>
<p><b>Delivery Information:</b>  <input type="radio"/> Delivery <input type="radio"/> Pickup</p>	<p><b>Delivery Information:</b> Click on bubble to select if resource is being delivered or picked up.</p>
<p>Priority  (Select) <input type="text"/> *Required</p>	<p><b>Priority:</b> Select from the drop down menu the priority for the request (Life safety, Routine, etc).</p>
<p>Date/Time Due <input type="text"/></p>	<p><b>Date/Time Due:</b> Will auto populate based on the priority you selected and project how many hours before request is due. The date/ time due can be overridden by clicking on the calendar icon and manually choosing a date/time.</p>
<p><b>Primary Point-of-Contact</b></p>	<p>Complete the <b>'Primary Point of Contact'</b> Section:</p>
<p></p>	<p>Fill in required fields</p>
<p>LOGISTICS USE ONLY - Logistics Chief Approval</p>	<p>Obtain <b>Logistics Chief Approval</b> Section:   <b><i>LOGISTICS ONLY</i></b></p>
<p>EOC Logs Chief Name:  <input type="text"/></p>	<p>If a Resource Requests/Task Assignment cannot be fulfilled by an EOC desk position or within the County by other means; the EOC Ops Chief or the Logistics Chief needs to approve before sending the request/assignment to the State EOC.  <i>The Logistics Chief will fill in these fields indicating they approve the request to be forwarded to the State.</i></p>
<p><b>Assigned To: *Required</b>  <input type="text"/> -(select)-</p>	<p><b><u>Assigned To:</u> Section:</b></p>
<p>Assigned To: *Required  Logistics - Incoming Resource Requests</p>	<p>Select from drop down menu who this resource request is being assigned to</p>

	(i.e. EOC desk position, <b>Logistics- Incoming Resource Requests</b> , State EOC, etc.)
	<b>Status:</b> Section:
	Select from drop down menu the current status of this resource request. If it is the first time the request is assigned, select “ <b>NEW REQUEST</b> ”
	<b>To Save &amp; Close the Request for a Resource-</b>
	Click <b>Save</b>
	Close board by clicking on red X in upper right corner of board

## RESPONDING TO A TASK ASSIGNMENT/RESOURCE REQUEST

(Monitor the **Assigned to position name** filter button)

When you receive a **Task Assignment** or **Resource Request**

Scroll to the right side of the board and click on the **View** button in the **Details** column.

When finished viewing the assignment/request- click on the **Return to List** button on the top right side of the page.

When you determine if you can or cannot fill the request- Click on **Update** button to indicate what you will be doing with the request.

**If Yes-**

Go to **Add Comment** (bottom of page) field and indicate what you will be doing to fill the request.

Go to the **Status** field (near bottom of page) and change the **Status** of the request to “**In Progress**”

**If No-**

Go to **Add Comment** (bottom of page) field and explain why you are unable to fulfill the request.

Go to the **Status** field (near bottom of page) and change the **Status** of the request to “**Re-assigned**”

Go to the **Assigned To** field (near bottom of page) and change the **Assigned To** back to the position which sent it to you.

**NOTE:** When the position making the original request receives the **Re-assigned** status from you for a Resource Request, he/she will see if any other EOC desk positions can fill the request. If not, the originating desk position will send the request to **Logistics- Incoming Resource Requests** to be filled.

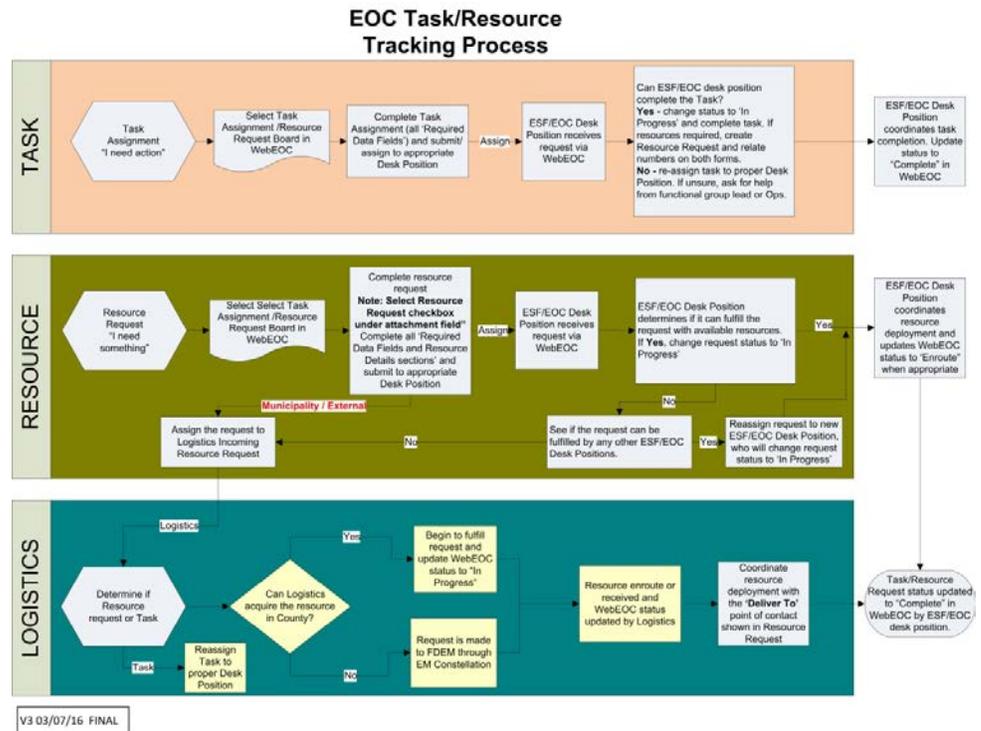
Click **Save**

Close board by clicking on red X in upper right corner of board

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**DISPLAY**

**Slide 15: EOC Task/Resource Tracking Process**



**OVERVIEW**

**Task/Resource Process**

**Task:** "Something you do "  
**Resource:** "Something you need to do it (task) with."

*EOC Desk Officers will attempt to locate resource on EOC floor before assigning to another position or sending to Logistics*

Pinellas County will make every attempt to obtain request locally within ESF/EOC desk positions and/or county inventory & contract leasing.

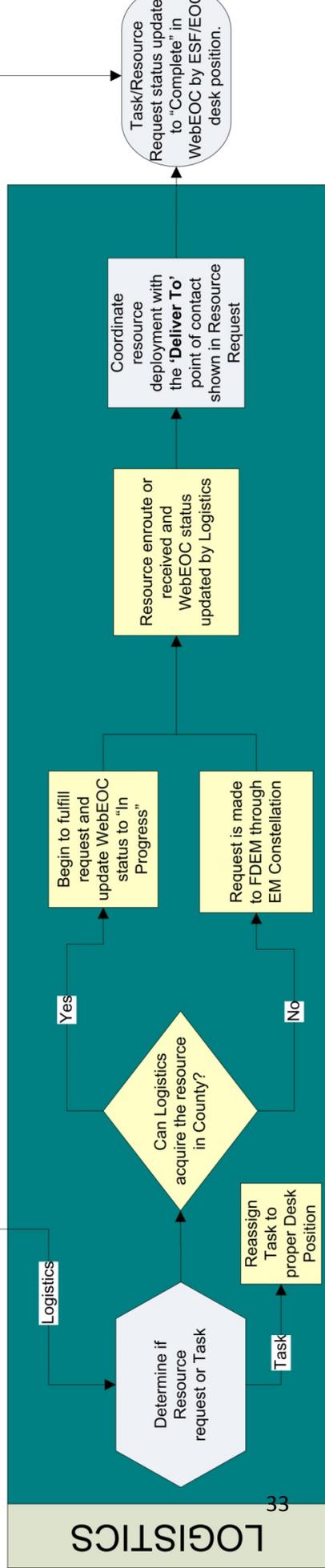
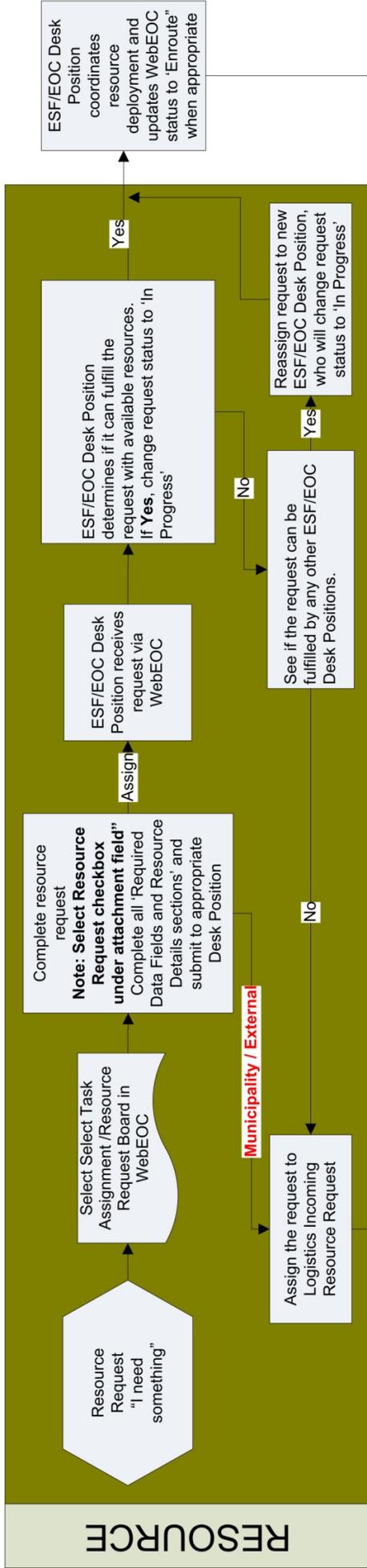
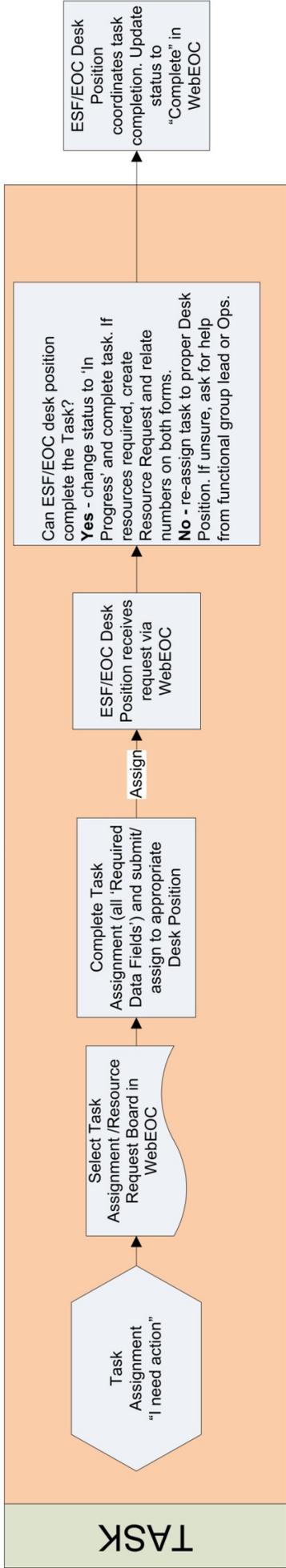
If a **County EOC desk position** is unable to fill the need through another County EOC desk position the resource request will be sent to the **Logistics-Incoming Resource Requests** position. Be sure to document in the use details and objectives sections where else you've checked for the resource before going to Logistics.

If a **Municipal EOC** needs to request a resource from the County EOC they will send the request directly to the **Logistics- Incoming Resource Requests** position.

If the request cannot be filled in this manner; then it will be submitted to the State EOC via EM Constellation by Pinellas County Logistics after being approved by the Logistics Chief.

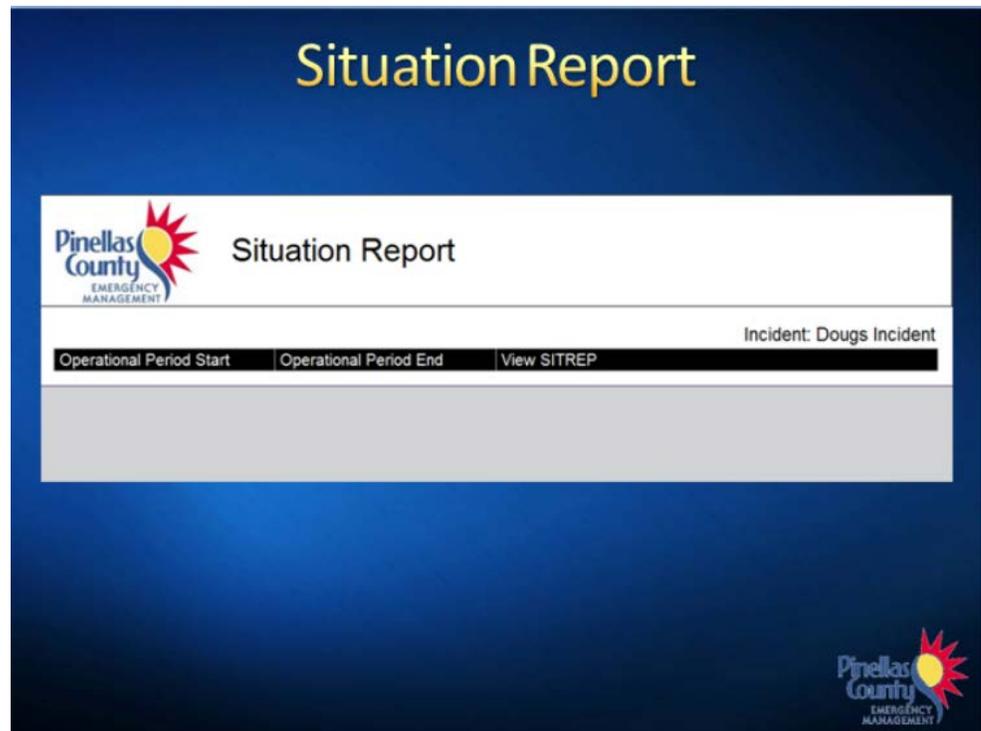
**NOTES**

# EOC Task/Resource Tracking Process



## DISPLAY

### Slide 16: Situation Report Board



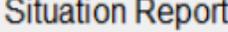
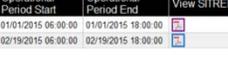
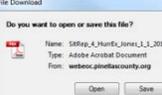
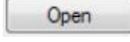
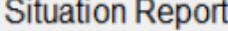
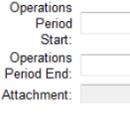
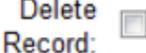
## OVERVIEW

**Description-** The Situation Reports board is used by Pinellas County Emergency Management (EOC Operations Desk) to display published situation reports (SitReps) which contain significant on-going situational awareness information.

**Purpose-** The Situation Reports board allows users to track and view published SITREP's.

**How, When, Why-** The EOC Operations Desk and/or Planning section will periodically update the SitRep board when appropriate. Situation Reports are typically published at least once every 12 hours during EOC activation. Information received will be reviewed during each shift to create sitreps and develop an Incident Action Plan.

**Who-** All users will be able to view the board. Only EOC Ops & Planning Section will be able to update/modify the board.

<p><b>SIGNIFICANT FUNCTIONS</b></p>	
	<p>Click <b>Situation Report</b> from the Control Panel.</p>
	<p>The <b>Situation Report</b> window appears displaying a list of the published SitReps.</p>
	<p>Under the <b>View SITREP</b> column, Click on the applicable pdf or Word icon for the file you wish to view.</p>
	<p>A <b>File Download</b> dialog box will open and ask if you want to <b>Open</b> or <b>Save</b> the file.</p>
	<p>Click <b>Open</b> to view</p>
	<p>Close the document by clicking on the X in upper right corner of document.</p>
	<p>Close the board by clicking on red X in upper right corner of board.</p>
<p><b>IF YOU ARE ASSIGNED TO EOC OPS OR THE PLANNING SECTION AND NEED TO ADD A NEW SITUATION REPORT</b></p>	
	<p>After opening the Situation Report board.</p>
	<p>Select <b>Add New Situation Report</b> button.</p>
	<p>Fill n the applicable fields regarding operational period.</p>
	<p>Select <b>Browse</b> to find the document to be imported to the Situation Report board (i.e. from desktop, thumb drive, etc)</p>
	<p>Then select <b>Save</b> to import the board.</p>
	<p>If removing a document from the board, skip previous steps and just check the box which says- <b>Delete Record</b></p>
	<p>Close the window by clicking on the X in upper right corner of document.</p>
<p><b>NOTES</b></p>	

**DISPLAY**

**Slide 17: Battle Rhythm Board**



**OVERVIEW**

**Description-** Battle Rhythm Board

**Purpose-** Intended for the EOC staff, Municipalities and Fire Districts to see the Pinellas County EOC schedule.

**How, When, Why-** Provides a quick, visual overview of scheduled EOC events. Key events will be displayed which notify staff when meetings and briefings will take place.

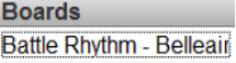
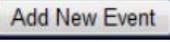
Different colors are based on time to the event such as

- Red means 5 minutes or less to the event
- Yellow is 10 or 15 minutes
- Blue is into the future.

**Who-** All WebEOC users.

For municipalities and/or special fire districts-

- We have also created a **Battle Rhythm board** specific for your jurisdiction; such as **Battle Rhythm- Oldsmar**.
- This board is available for you to populate with specific information regarding your EOC's schedule of activities.

<p><b>SIGNIFICANT FUNCTIONS</b></p>	
	<p>Find the <b>Battle Rhythm</b> board on the <b>Control Panel</b> under <b>Other Boards</b></p>
	<p>Left click on board to open.</p>
	<p>Review columns and rows to be familiar with data that is available.</p>
	<p>For more information on an entry click on <b>Details</b> tab (right side of board).</p>
	<p>When done viewing additional information, click on <b>Return to List button</b> (right side) to return to <b>Battle Rhythm</b> board.</p>
<p><b>IF YOU ARE A MUNICIPALITY OR EOC OPS POSITION AND NEED TO CREATE/ADD A NEW BATTLE RHYTHM</b></p>	
	<p>After opening the <b>Battle Rhythm</b> board.</p>
	<p>Select <b>Add New Event</b> button.</p>
	<p>Fill n the applicable fields.</p>
	<p>Select <b>Spell Check</b> button</p>
	<p>Then select <b>Save.</b> .</p>
	<p>Close the window by clicking on the X in upper right corner of document.</p>
<p><b>NOTES</b></p>	

**DISPLAY**

**Slide 18: Damage Assessment- Initial Board**

**DA - Initial**

Initial Damage Assessment Totals

Pinellas County  
EMERGENCY MANAGEMENT

Incident: 2016 WebEOC Training Print PDF

Municipality Name	Destroyed (Residential)	Major (Residential)	Minor/Affected (Residential)	Inaccessible (Residential)	Cat. A-G Dollar Loss	Category A (Debris Removal)	Category B (Emergency Protective Measures)	Category C (Roads and Bridges)	Category D (Water Control Facilities)	Category E (Public Buildings and Equip.)	Category F (Public Utilities)	Category G (Parks and Rec Facilities)	Details	Last Updated
Belleair Beach EOC	0	0	0	NaN	\$501,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Belleair Bluffs EOC	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Belleair EOC	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Belleair Shores EOC	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Clearwater	10	20	30	0	\$501,000	\$1,000	\$0	\$0	\$0	\$500,000	\$0	\$0	<a href="#">View</a>	02/23/2016 14:25:34
Dunedin	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
East Lake FD	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Gulfport	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Indian Rocks Beach	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Indian Shores	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26
Kenneth City	0	0	0	NaN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<a href="#">View</a>	02/23/2016 11:27:26

Pinellas County  
EMERGENCY MANAGEMENT

**OVERVIEW**

**Description-** The Initial Damage Assessment board serves as a snapshot capturing County-wide damage assessment totals.

**Purpose-** In the initial stages of Response and early-Recovery (before Detailed Damage Assessment is feasible), the display will allow for a snapshot of values entered by Damage Assessment Group staff in the County EOC based on the location of those structures reported by level.

**How, When, Why-** Fire Districts begin collecting Initial Damage Assessments within their jurisdictions, Municipal EOC Staff then start updating the Damage Assessment board for quantities of structures by level of damage.

**Who-** Municipal EOC Staff in each jurisdiction will enter data on Public Infrastructure Damage Assessment quantities and Property Appraiser financials for their respective jurisdictions

PC EOC staff in the Damage Assessment desk positions (Pinellas County Risk Management, PC Property Appraiser & PC Building Departments) will enter Damage Assessment values based on residential damage size-up and reports from County departments.

All other WebEOC users will be able to view the Initial Damage Assessment board.

## SIGNIFICANT FUNCTIONS



Find the **DA Initial** board on the **Control Panel** under or in **Other Boards**

DA - Initial

Left click on board to open.

Municipality Name	# Damaged	# Major Damage	# Minor Damage	# Affected
Delmar	0	0	0	0
Delmar Beach	0	0	0	0

Review columns and rows to be familiar with data that is available.



Find a city you would like to see more information on.

View

Left click on View button (right side of board)

Return to List

When done viewing additional information, click on **Return to List button** (right side) to return to **DA Initial** board.



Close board by clicking on red X in upper right corner of board.

**DISPLAY**

**Slide 19: Damage Assessment- Detailed Board**

## Damage Assessment – Detailed



### Detailed Damage Assessment Totals

Incident: Training Incident- "Sandbox" [View Deleted Records](#) [Print PDF](#) [New Record](#)

Municipality Name	Destroyed (Residence)	Major (Residence)	Minor (Residence)	Affected (Residence)	Inaccessible (Residence)	Details	Last Updated
	NaN	NaN	NaN	NaN	NaN		
East Lake FD	5	2	0	0	0	<a href="#">View</a> <a href="#">Edit</a>	12/28/2015 08:02:06
Safety Harbor	21	0	4	3	0	<a href="#">View</a> <a href="#">Edit</a>	02/23/2016 11:18:32
	NaN	NaN	NaN	NaN	NaN		
Municipality Name	Destroyed (Residence)	Major (Residence)	Minor (Residence)	Affected (Residence)	Inaccessible (Residence)	Details	Last Updated



**OVERVIEW**

**Description-** The Detailed Damage Assessment board serves as a snapshot to capture the degree of County-wide damage to residences by reporting municipality and unincorporated areas of the County.

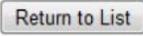
**Purpose-** The Detailed Damage Assessment board will provide information regarding the type of residential damage (Destroyed, Minor, Inaccessible, etc) being reported by specific municipalities, and county damage assessment teams evaluating unincorporated areas within Pinellas County.

**How, When, Why-** Following the initial damage assessment conducted by Fire Districts; Municipal EOC's and County Damage Assessment Teams will coordinate reporting of Detailed Damage Assessment information to designated County EOC Staff who will enter the data.

**Who-** County EOC Staff in the Damage Assessment desk positions (Pinellas County Risk Management, PC Property Appraiser & PC Building Departments) or municipalities will enter Damage Assessment data based on the coordinated data information supplied by the respective reporting Municipality.

All other WebEOC users will be able to view the Damage Assessment board as Read-Only.

## SIGNIFICANT FUNCTIONS

	<p>Find the <b>DA Detailed</b> board on the <b>Control Panel</b> under <b>Boards</b> or in <b>Other Boards</b></p>
<p>DA - Detailed</p>	<p>Left click on board to open.</p>
	<p>Review columns and rows to be familiar with data that is available.</p>
	<p>Find a city you would like to see more information on.</p>
	<p>Left click on View button (right side of board)</p>
	<p>When done viewing additional information, click on <b>Return to List</b> button (right side) to return to <b>DA Detailed</b> board.</p>
	<p>Close board by clicking on red X in upper right corner of board.</p>

## DISPLAY

### Slide 20: Shelters Board

Shelter Name	City	Shelter Type	Shelter Status	Total Capacity	Current Occupancy	Availability	Law Enf	EMS	DOH	Oxygen Status	Power Status	Resources Requested	Last Updated
BAUDER ES	SEMINOLE	Shelter - Public School - General	NOT OPENED	773	0	773					Normal		10/20/2014 11:31:29
BELLEAIR ES	CLEARWATER	Shelter - Public School - General	NOT OPENED	622	0	622					Normal		10/20/2014 11:32:31
BOCA CIEGA HS	GULFPORT	Shelter - Public School - General	NOT OPENED	4677	0	4677					Normal		10/20/2014 11:32:44
BROOKER CREEK ES	TARPON SPRINGS	Shelter - Public School - General	NOT OPENED	926	0	926					Normal		10/20/2014 11:33:13
CAMPBELL PARK ES	ST PETERSBURG	Shelter - Public School - General	NOT OPENED	1773	0	1773					Normal		06/11/2013 15:28:56
CARWISE MS	PALM HARBOR	Shelter - Public School - General	NOT OPENED	2709	0	2709					Normal		06/11/2013 15:29:06
CLEARWATER FUNDAMENTAL MS	CLEARWATER	Shelter - Public School - General/Homesless Friendly	NOT OPENED	1579	0	1579					Normal		06/11/2013 15:29:04
DUNEDIN COMMUNITY CENTER	DUNEDIN	Community Center/General/SpNS	NOT OPENED	633	0	633					Normal		06/11/2013 15:29:19
DUNEDIN ES	DUNEDIN	Shelter - Public School - General	NOT OPENED	2186	0	2186					Normal		07/15/2013 14:03:54

## OVERVIEW

**Description-** Shelters Board

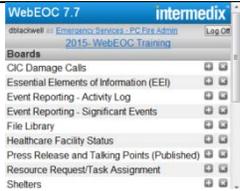
**Purpose-** This board allows users to track the status of shelters.

**How, When, Why-** Shelter information and status can be tracked in the Shelters board. The standard list view displays the shelter's name, status, occupancy, etc. It also indicates if a shelter houses general population, accommodates special needs, or is pet friendly.

Users can access Shelter detail by selecting the Select button in the Details column of the board. This provides additional information such as address, contact information, capacity, and occupancy.

**Who-** All users will have access to this board.

## SIGNIFICANT FUNCTIONS



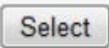
Find the **Shelters** board on the **Control Panel** under **Boards**.

### Shelters

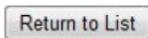
Click **Shelters**

Shelter Name	City	Shelter Type	Shelter Status	Total Capacity
SHAWNEE ES	SHAWNEE	Shelter - Public School - General	NOT OPENED	419
WILLARD ES	CLEARBROOK	Shelter - Public School - General	NOT OPENED	522
BOCA CERON HS	GUILDFORD	Shelter - Public School - General	NOT OPENED	4077

Review columns and rows to be familiar with data that is available.



To view the details of a specific shelter, click **Select** under the **Details** column on the right side of board.



When done viewing additional information, click on **Return to List** button (right side) to return to **Shelter** board.



Close board by clicking on red X in upper right corner of board.

## FOR POSITIONS DESIGNATED TO UPDATE SHELTER INFORMATION

Shelter Name	City	Shelter Type	Shelter Status	Total Capacity
SHAWNEE ES	SHAWNEE	Shelter - Public School - General	NOT OPENED	419
WILLARD ES	CLEARBROOK	Shelter - Public School - General	NOT OPENED	522
BOCA CERON HS	GUILDFORD	Shelter - Public School - General	NOT OPENED	4077

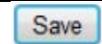
Find the shelter to updated under the Shelter Name column on left side of board



Proceed across the board on that shelters row and select **Update** in the far right column of the board.

Shelter Capacity: 4677  
 Current Occupancy:   
 Staff Total:

Fill in all applicable fields.



Click **Save** and it will return to the **Shelters** board.



Close board by clicking on red X in upper right corner of board.

## NOTES

**DISPLAY**

**Slide 21: Logged In Board**

**Who's Logged In?**

**Logged in Positions (Current)**

Pinellas County EMERGENCY MANAGEMENT

Incident: 2015- WebEOC Training

Emergency Services - PC Fire Admin  
Logistics - Chief  
Support - Aux Comm. HAM Radio

**Logged in Users (Current)**

Pinellas County EMERGENCY MANAGEMENT

Incident: 2015- WebEOC Training

cparrott  
dblackwell  
gbecker

**OVERVIEW**

**Description-** Logged In Board

**Purpose-** This board displays a list of users currently logged in by user name or position.

**How, When, Why-** Board will systematically provide WebEOC users' information regarding who is logged in and where/what position they are working at.

**Who-** All users will have access to this board.

# SIGNIFICANT FUNCTIONS



On the **Control Panel** under **Menus**. Find **Tools and Plugins**

## Tools and Plugins

Click **Tools and Plugins**

Find **Logged In**, and Click on it to open.



Review rows to see what positions are currently logged into WebEOC.



To see who is logged in by user- click on the **User List** button.



Close **Logged In** by clicking on red X in upper right corner of board.

**DISPLAY**

**Slide 22: WebEOC Wrap Up & Exercise**

## Participant Practical Exercise

- Open Your WebEOC Student Guide to the Practical Exercise Section
- Follow the Instructions Provided
- The Purpose of Completing the Practical Exercise Is to Provide a Hands On Approach To Demonstrating What We Have Covered in the Lessons Plans.
- When Finished With The Practical Exercise-
  - Please Complete The Course Feedback Form & Give Us An Honest Assessment of Your Training Today.



**NOTES**

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