

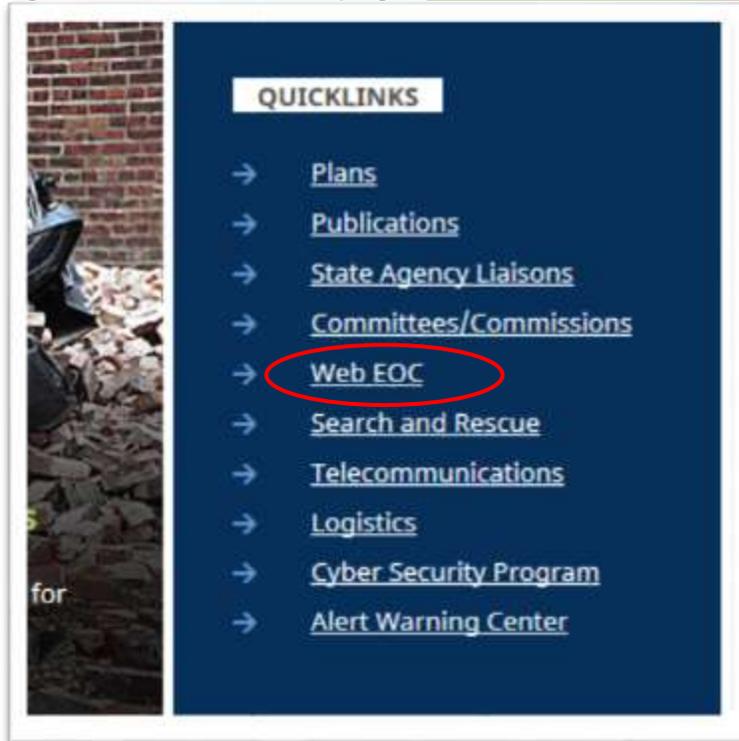
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Getting Started

Popup Blocker is no longer an issue.

The link to the WebEOC webpage is located on the Washington Military Department, Emergency Management Division homepage: <http://www.emd.wa.gov/>



The direct URL for WebEOC can also be accessed at: <https://WASEOC.webeocasp.com>



WebEOC

[WebEOC Login](#)

WebEOC® is software designed to bring real-time crisis information management to the Washington State Emergency Operations Center (EOC) as well as to other local, state and federal EOCs.

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WebEOC 8.2 Login

Username: **WA-EOC-Guest**

The '**Password**' is '**P@ssw0rd**'.

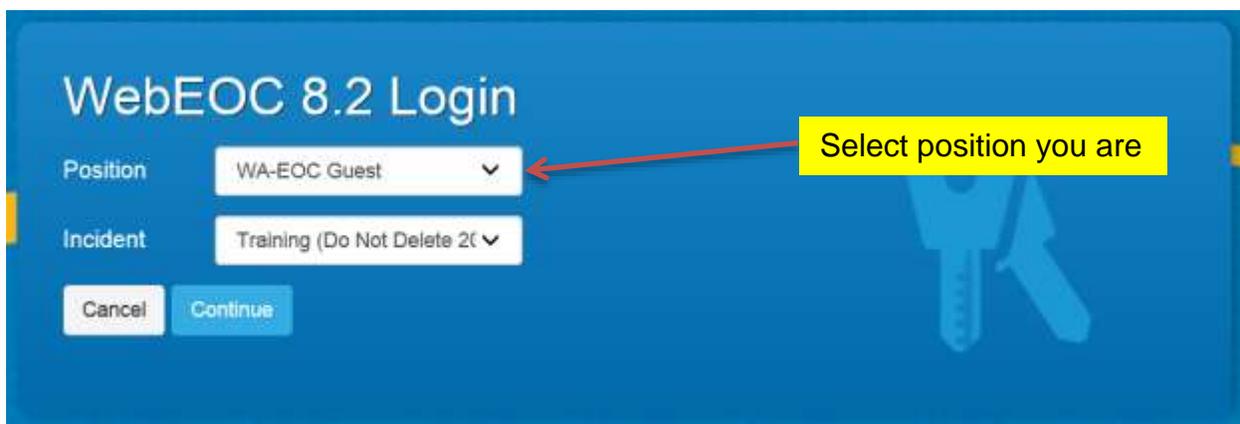
Note: There are periodic password changes required by the system. SEOC Emergency Management will maintain the password for WebEOC. If you are asked to change the password when logging in to the system **DO NOT** change the password. Contact WebEOC Administrator immediately to request a password change.

Note: More than one person can sign in as a given user at the same time.



The screenshot shows the WebEOC 8.2 Login interface. It features a blue background with a white login form. The form has two input fields: 'Username' with the value 'WA-EA-Guest' and 'Password'. Below the fields is a 'Log In' button. To the right of the form is a graphic of two keys. At the bottom, it says 'Powered by intermedix' and '© 2016 ESI Acquisition Inc. All rights reserved.'

At the next login in screen select the '**Position**' you are assigned from the drop down menu (see next page for list of positions). **For Training Purposes**, select '**Training (Do Not Delete 2015)**' for exercises or events select the incident name given to you by the WebEOC Administrator/SEOC Emergency Management, click on '**OK**'.



The screenshot shows the WebEOC 8.2 Login interface with additional options. The 'Position' dropdown menu is set to 'WA-EOC Guest' and the 'Incident' dropdown menu is set to 'Training (Do Not Delete 2015)'. Below these are 'Cancel' and 'Continue' buttons. A yellow callout box with an arrow points to the 'Position' dropdown menu, containing the text 'Select position you are'.

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Additional Login Information

You then get an 'Additional Login Information' screen. The 'Name' field is required. Format for name is: **Lastname_Firstname (Agency)**.

You will use the '**SEOC Staffing Board**' to enter your other contact information.



WebEOC 8.2 Login

Additional Login Information

Name *

Location

Phone Number

Email

Comments

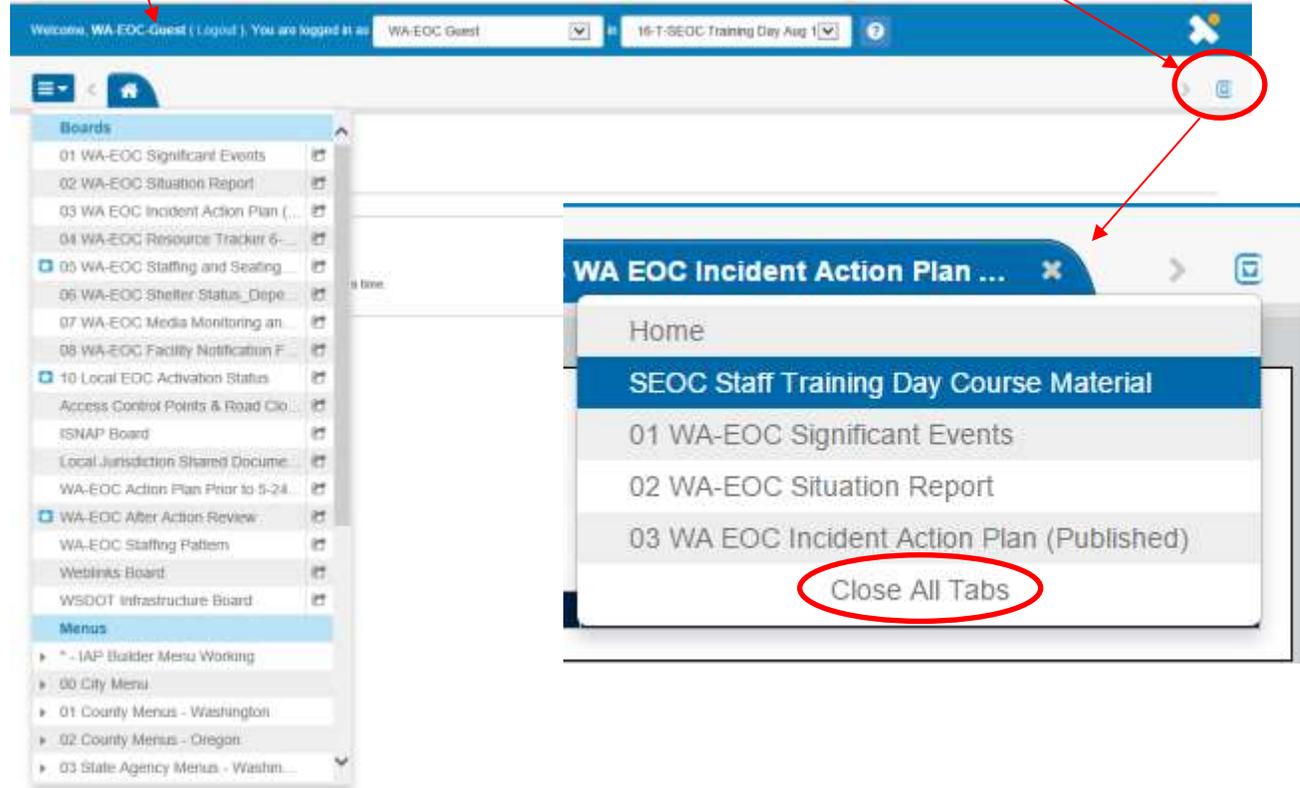
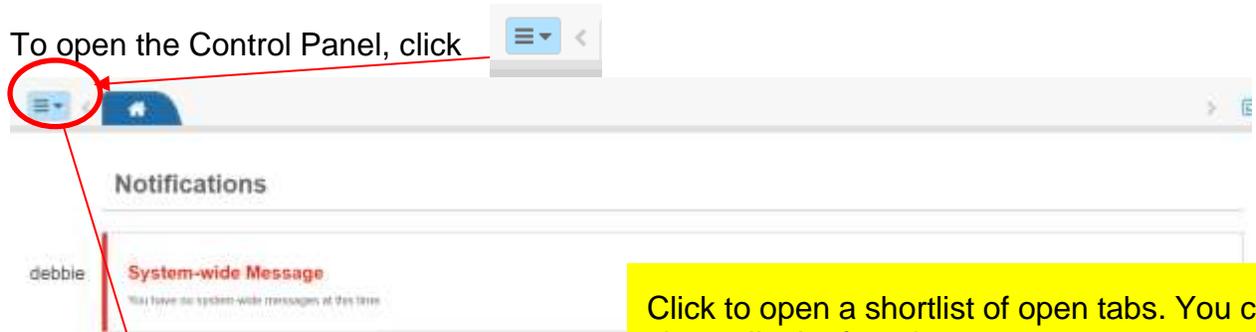
Cancel Continue

Example: Smith_John (Guest)

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Home Page Opens to see System-wide Messages

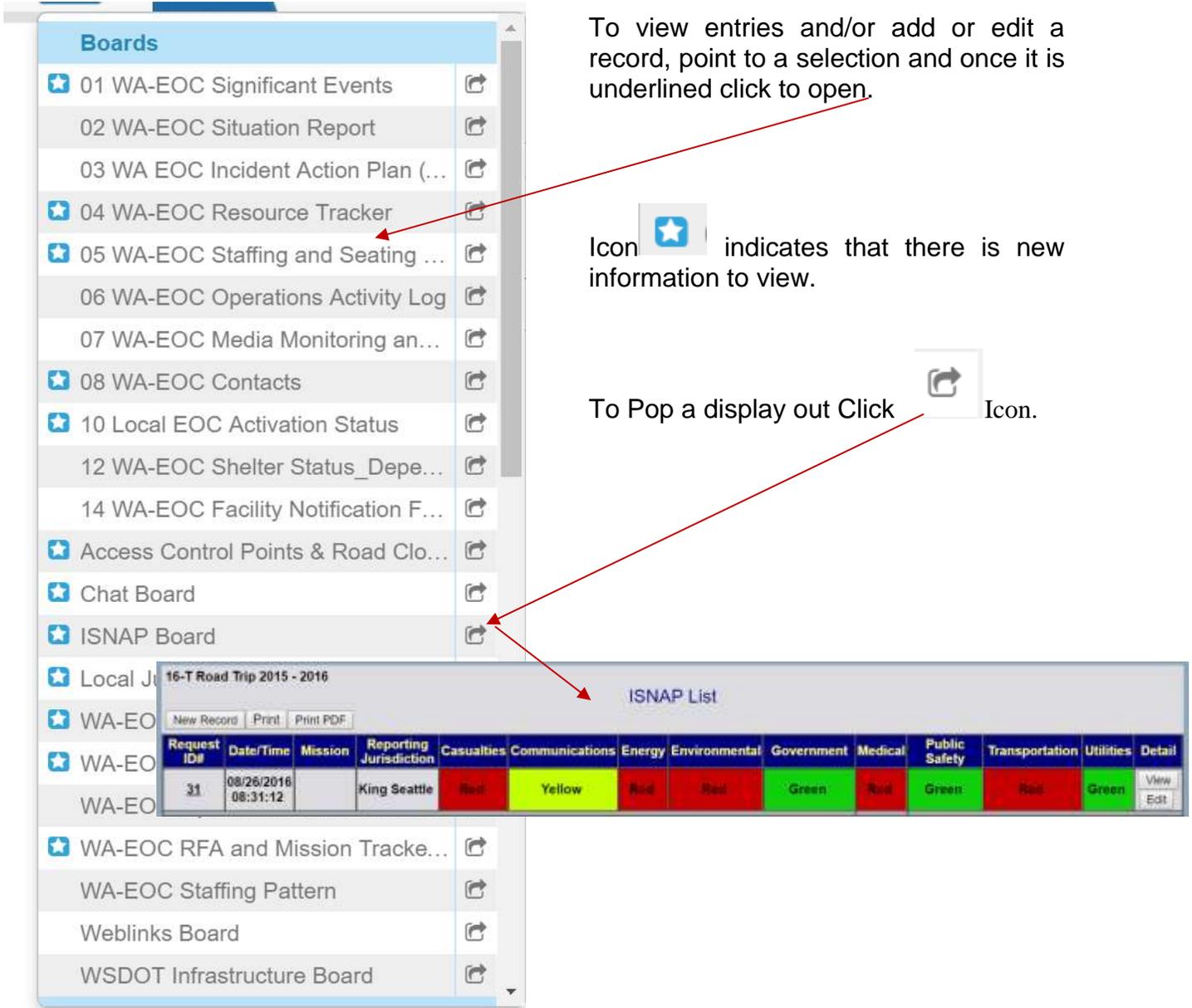
To open the Control Panel, click



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WEBEOC 8.2 Control Panel

The Control Panel appearance will vary from user to user. The example shown below is for the WA-OPS-OSC position. **You may not have all of the boards shown below depending upon your position.**



To view entries and/or add or edit a record, point to a selection and once it is underlined click to open.

Icon  indicates that there is new information to view.

To Pop a display out Click  Icon.

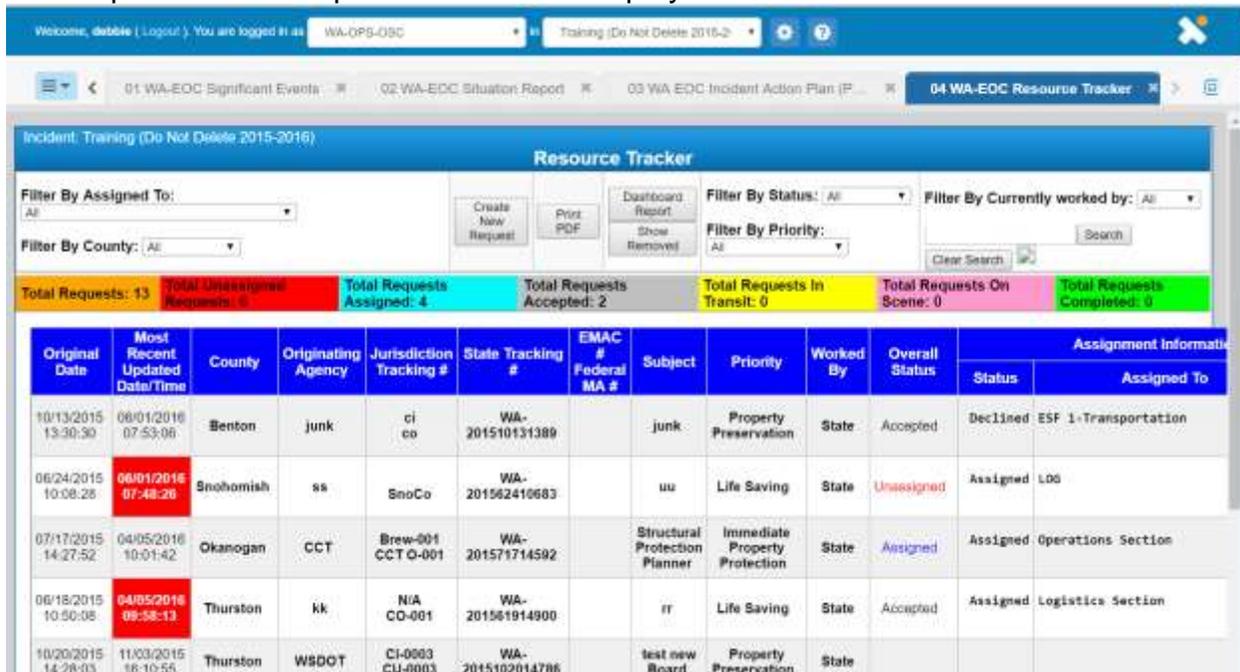
Request ID#	Date/Time	Mission	Reporting Jurisdiction	Casualties	Communications	Energy	Environmental	Government	Medical	Public Safety	Transportation	Utilities	Detail
31	08/26/2016 08:31:12		King Seattle	Red	Yellow	Red	Red	Green	Red	Green	Red	Green	View Edit

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Tabbed View

After opening boards in tabbed view, you can arrange them the way you like it. The next time you log in they will remain the same.

This example is showing tabs with the Resource Tracker display open. Notice that the control panel is rolled up to not block the display.



The screenshot shows the 'Resource Tracker' interface for 'Incident, Training (Do Not Delete 2015-2016)'. It includes a navigation bar with tabs for '01 WA-EOC Significant Events', '02 WA-EOC Situation Report', '03 WA-EOC Incident Action Plan (IAP)', and '04 WA-EOC Resource Tracker'. The main area features a control panel with filters for 'Assigned To', 'County', 'Status', 'Priority', and 'Currently worked by'. Summary statistics are displayed in colored bars: Total Requests: 13, Total Unassigned Requests: 6, Total Requests Assigned: 4, Total Requests Accepted: 2, Total Requests In Transit: 0, Total Requests On Scene: 0, and Total Requests Completed: 0. Below the summary is a table of requests with columns for Original Date, Most Recent Updated Data/Time, County, Originating Agency, Jurisdiction Tracking #, State Tracking #, EMAC # Federal MA #, Subject, Priority, Worked By, Overall Status, and Assignment Information (Status and Assigned To).

Original Date	Most Recent Updated Data/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC # Federal MA #	Subject	Priority	Worked By	Overall Status	Status	Assigned To
10/13/2015 13:30:30	06/01/2016 07:53:06	Benton	junk	ci co	WA-201510131389		junk	Property Preservation	State	Accepted	Declined	ESF 1-Transportation
06/24/2015 10:08:26	06/01/2016 07:48:26	Snohomish	ss	SnoCo	WA-201562410683		uu	Life Saving	State	Unassigned	Assigned	LDG
07/17/2015 14:27:52	04/05/2016 10:01:42	Okanogan	CCT	Brew-001 CCT O-001	WA-201571714592		Structural Protection Planner	Immediate Property Protection	State	Assigned	Assigned	Operations Section
06/18/2015 10:50:08	04/05/2016 09:58:13	Thurston	kk	N/A CO-001	WA-201561914900		rr	Life Saving	State	Accepted	Assigned	Logistics Section
10/20/2015 14:28:03	11/03/2015 16:10:55	Thurston	WSDOT	CI-0003 CU-0003	WA-2015102014786		test new Board	Property Preservation	State			

While the interface has changed, the boards remain the same.

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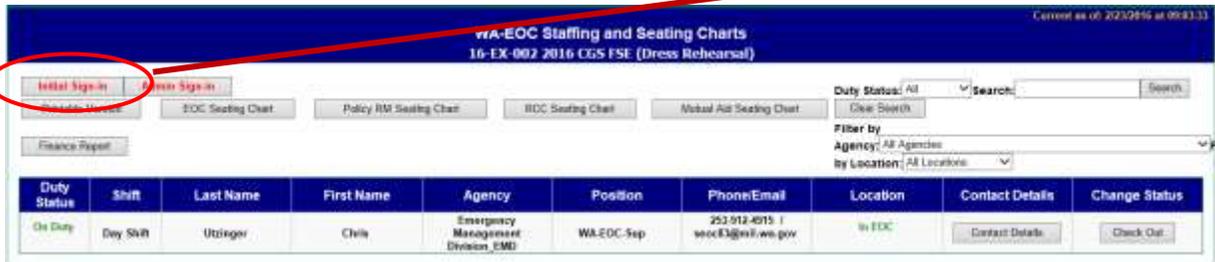
SEOC Staffing Board

To check in and out point to the **'SEOC Staffing Board'** on the Control Panel (pictured on pg. 7) and once it is underlined click to open. You can also select this board to access information about others who are participating in the event/exercise.

You should check in as soon immediately after logging in to WebEOC by clicking on the



'Initial Sign-in' button. You should check out when you leave



WA-EOC Staffing and Seating Charts
16-EX-002 2016 CGS FSE (Dress Rehearsal)

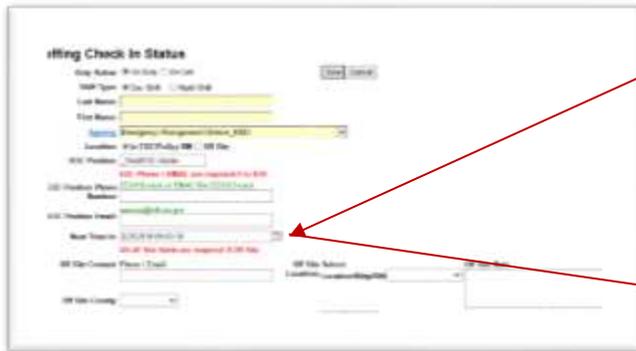
Current as of: 20160916 at 09:33:31

Initial Sign-in (circled in red) | Other Sign-in | EOC Seating Chart | Policy RM Seating Chart | BIOC Seating Chart | Mutual Aid Seating Chart

Duty Status: All | Search: | Clear Search

Filter by Agency: All Agencies | Location: All Locations

Duty Status	Shift	Last Name	First Name	Agency	Position	Phone/Email	Location	Contact Details	Change Status
On Duty	Day Shift	Uttinger	Chris	Emergency Management Division, EMD	WA-EOC-Sep	252-512-4015 / weocE3@em.wa.gov	In EOC	Contact Details	Check Out



Initial Sign-in

Agency: Emergency Management Division, EMD

Location: WA-EOC-Sep

Position: WA-EOC-Sep

Phone/Email: 252-512-4015 / weocE3@em.wa.gov

Date: 2016-09-16
Time: 09:33:31

To edit date / time, click on calendar



Use the top boxes to edit time and click on the date to save the new time.

Under 'Change Status', click on the **'Check-Out'** button at the end of your shift. The duty status changes to **'Off-Duty'** and the change status changes to **'Check-In'**.

Duty Status	Shift	Last Name	First Name	Agency	Position	Phone/Email	Location	Contact Details	Change Status
On Duty	Day Shift	Chilson	Loren	KCDCD	kiteoc-plans2	360-337-5777 / lchilson@co.kitsap.wa.us	In EOC	Contact Details Edit	Check Out

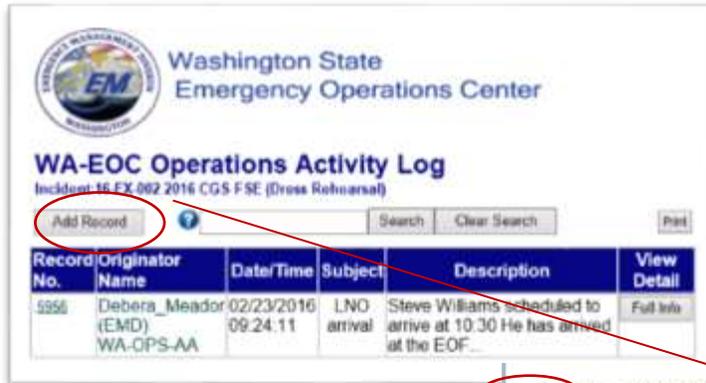
The next shift you work, click on the 'Check In' button.

Duty Status	Shift	Last Name	First Name	Agency	Position	Phone/Email	Location	Contact Details	Change Status
Off Duty	Day Shift	Chilson	Loren	KCDCD	kiteoc-ops chief	360-337-5777 / lchilson@co.kitsap.wa.us		Contact Details Edit	Check In

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Activity Log · Significant Events

To view, edit, add and print activity log entries and attachments, point to the **'SEOC Activity Log'** on the Control Panel (pictured on pg. 7) and once it is underlined click to open. Once the Activity Log is opened you can view, edit, add and print entries.



Washington State
Emergency Operations Center

WA-EOC Operations Activity Log
Incident: 16 EX 002 2016 CGS FSE (Dress Rehearsal)

Record No.	Originator Name	Date/Time	Subject	Description	View Detail
5556	Debera_Meador (EMD) WA-OPS-AA	02/23/2016 09:24:11	LNO arrival	Steve Williams scheduled to arrive at 10:30 He has arrived at the EOF.	Full Info

By default, the current date and time are entered in the record, but you can overwrite the information and put in different information. This is especially useful if you have information to enter that you want to track the date/time when it occurred.

By default, the entry is 'Routine' unless the 'Publish to Significant Event' is checked. Section Chiefs and Lead ESFs have permission to push entries to Significant Events. Routine entries of no consequence to other sections or agencies should not be posted to the Significant Events Board.

Note that there is a feature that allows you to attach files.

When you have completed your entry, click on the **'Save'** button. After you have clicked the **'Save'** button you will go back to the Activity Log, where you can again view, edit, print and add records.



Publish to WA-EOC Significant Events

WA-EOC Operations Activity Log

Name:

Position:

Date/Time:

Subject:

Description:

File 1: No file chosen

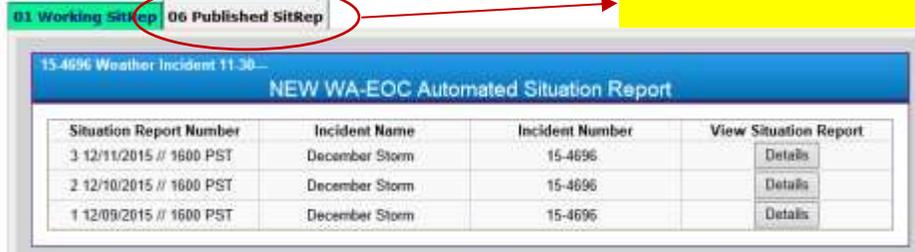
Optional Mapping Information

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Situation Reports

The Situation Reports (SitRep) are coordinated by the SitRep Writing Branch of the planning section. The content comes from the General Staff Section Chiefs and the lead ESFs. Each report what they have been doing to the incident and what issues they foresee impacting the response.

SitReps are published by operational period



Situation Report Number	Incident Name	Incident Number	View Situation Report
3 12/11/2015 // 1600 PST	December Storm	15-4696	Details
2 12/10/2015 // 1600 PST	December Storm	15-4696	Details
1 12/09/2015 // 1600 PST	December Storm	15-4696	Details



Washington State
Emergency Operations Center

New Record must be created
the Planning Situation List
Planning Section Chief

01 Working SitRep 06 Published SitRep

Update Record 13089

Report As: WA-DMAA

Completed:

Submitted by: [Biohack, Debbie (ML)] (Date)

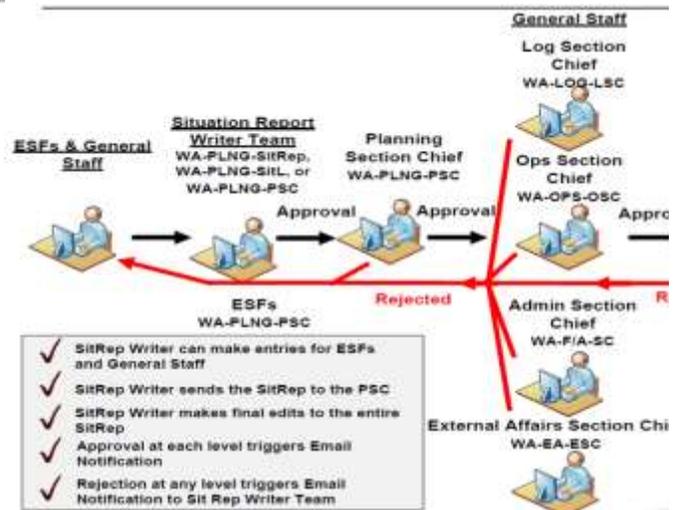
Required: No input

ESF-4 (if assigning situation entry)

Click here for complete SitRep instructions for General Staff and ESF

General Staff SC and ESF Leads click the 'Edit' Button of the Working SitRep to provide content.

The SitRep goes through an approval process flow, before it gets published.



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Incident Action Plan

The Incident Action Plan (IAP) are coordinated by the Document Writing Branch of the planning section. The IAP includes the Incident:

Objectives
Organization Chart
Medical Plan
External Meeting Schedule

Radio Communications Plan
Map
Air Operations Summary
General Message

Telephone Communications Plan
Action Tracker
Internal Meeting Schedule

Incident Action Plan

Incident: 16-T Road Trip 2015 - 2016

Current Operational Period	Operational Period From	Operational Period To	Operational Period
Update Operational Period	05/04/2016 07:00:00	05/06/2016 17:00:00	<input type="button" value="Update"/>

ICS Document Form	Status	View
COVER SHEET (ICS 200)	Complete	<input type="button" value="Cover Sheet"/>
INCIDENT BRIEFING (ICS 201)	Ready For Approval	<input type="button" value="ICS 201"/>
INCIDENT OBJECTIVES (ICS 202)	Pending	<input type="button" value="ICS 202"/>
ORGANIZATION ASSIGNMENT LIST (ICS 203)	Pending	<input type="button" value="ICS 203"/>
INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)	Pending	<input type="button" value="ICS 205"/>
COMMUNICATIONS LIST (ICS 205A)	Pending	<input type="button" value="ICS 205A"/>
MEDICAL PLAN (ICS 206)	Pending	<input type="button" value="ICS 206"/>
INCIDENT ORGANIZATION CHART (ICS 207)	Pending	<input type="button" value="ICS 207"/>
SAFETY MESSAGE/PLAN (ICS 208)	Pending	<input type="button" value="ICS 208"/>
OPERATIONAL PLANNING WORKSHEET (ICS 215)	Pending	<input type="button" value="ICS 215"/>
INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)	Pending	<input type="button" value="ICS 215A"/>
DAILY MEETING SCHEDULE (ICS 230)	Pending	<input type="button" value="ICS 230"/>

INCIDENT ATTACHMENTS	<input type="button" value="Add"/>
----------------------	------------------------------------

Publish Incident Action Plan	
Review and Publish Incident Action Plan	<input type="button" value="Review and Publish"/>
Send To Template	<input type="button" value="Send To Template"/>

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Incident Action Plan (204 Forms)

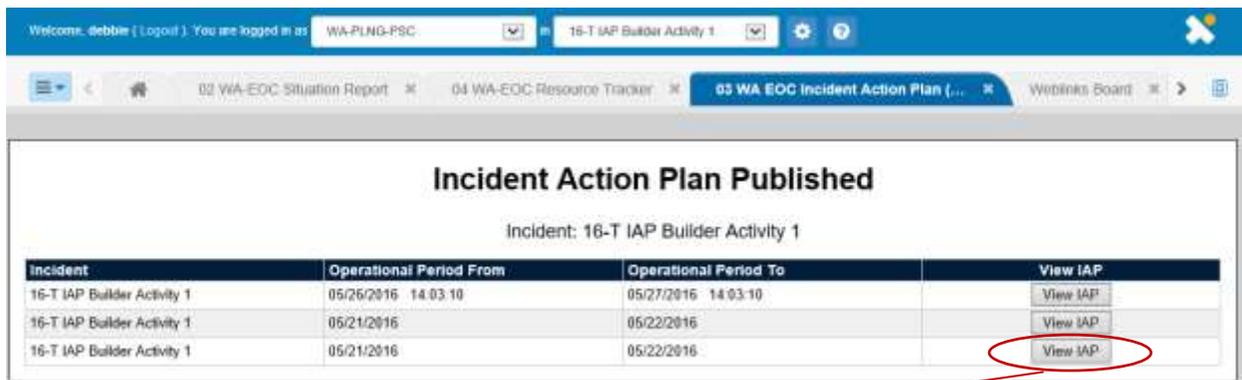
The Planning Section Document Writing Team can generate individual 204 forms for the Emergency Support Functions:

ASSIGNMENT LIST (ICS 204) (Air Support Group)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Air Tactical Group)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Liaison Unit)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Movement Coordination Branch)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Reception and Staging Unit)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Defense Support to Civil Authorities (ESF 20))	In Progress	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Firefighting (ESF 4))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Oil and Hazardous Materials (ESF 10))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Public Safety and Security (ESF 13))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Search and Rescue (ESF 9))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Agriculture and Natural Resources (ESF 11))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Mass Care, Housing and Human Services (ESF 6))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Public Health and Medical Services (ESF 8))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Communications (ESF 2))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Energy (ESF 12))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Public Works and Engineering (ESF 3))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Transportation (ESF 1))	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Mission Assignments Unit)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Notification Unit)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Individual Assistance Unit)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Public Assistance Unit)	Pending	<input type="button" value="ICS 204"/>
ASSIGNMENT LIST (ICS 204) (Recovery Unit (ESF 14))	Pending	<input type="button" value="ICS 204"/>

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Incident Action Plan (Published)

For more details on how to use the Incident Action Plan, see IAP Builder Guide. Only those SEOC Staff that have write rights to the IAP see the Incident Action Plan (Working) version. All WebEOC users see the Incident Action Plan (Published) version.



Incident	Operational Period From	Operational Period To	View IAP
16-T IAP Builder Activity 1	05/26/2016 14:03:10	05/27/2016 14:03:10	View IAP
16-T IAP Builder Activity 1	05/21/2016	05/22/2016	View IAP
16-T IAP Builder Activity 1	05/21/2016	05/22/2016	View IAP

[Sample IAP PDF](#) Click to open

Resource Tracker

The Resource Tracker is deployed statewide to all local jurisdictions. Cities have the ability to manage resources at their level. When they go beyond their capability, they can push the request to the county. The counties and tribes have the ability to manage resources at their level. When they go beyond their capability, they can push the request to the state.



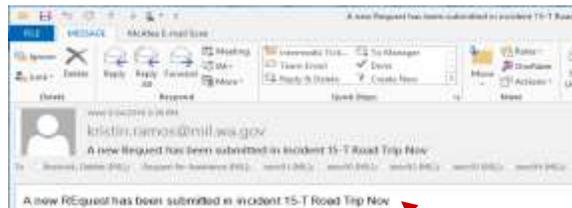
Original Date	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC # Federal MA #	Subject	Priority	Worked By	Overall Status	Assignment Information				
											Status	Assigned To	Assign	Edit	Update
8/24/2016 11:36:01	8/24/2016 13:30:17	WA (MO)	WA (MO)	WA 2016240411368	WA 2016240411368		Staffing for JIC phone loans	Incident Stabilization	State	Accepted	Accepted	EM 15-Business Affairs	Assign	Edit	Update
8/23/2016 11:41:57	8/23/2016 13:31:15	Franklin	Franklin County Emergency Management	HEEX-002 2016 CGS	WA 20162311204		State Health Physical Representative	Incident Stabilization	State	On Scene	On Scene	EM 9-Health and Medical Services	Assign	Edit	Update
8/23/2016 11:24:55	8/23/2016 12:54:36	Benkin	Department of Health	WA 2016230811291	WA 20162311201		Rediological phone-monitoring support	Incident Stabilization	State	On Scene	On Scene	EM 20-Defense Support to Civil Authorities	Assign	Edit	Update

The local jurisdiction clicks the **state** button to push the request to the state. An email alert is sent to rfa@mil.wa.gov, Operations, and Logistics in the SEOC that identifies which local jurisdiction is sending the request and for what incident it is pertaining to.

Originating Date/Time	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC Tracking # Federal MA Tracking #	Subject	Priority	Worked By	Overall Status	Assignment Information			Options	Forward to State	
											Status	Assigned To	Assign	Edit	Update	State
11/24/2015 09:42:54	12/02/2015 07:50:33	Snohomish	Index	SnoCo4411-0042:54	WA 201511240913		Debris removal crew	Property Preservation	County	In Transit	WCC Completed	WCC	Assign	Edit	Update	State
11/30/2015 09:50:58	12/02/2015 07:50:30	Snohomish	DEM	SnoCo4411-0050:58	WA 201511301955		sonibags	Property Preservation	County	Completed	city of Index		Assign	Edit	Update	State



The submitter Gets an alert



The state gets an email

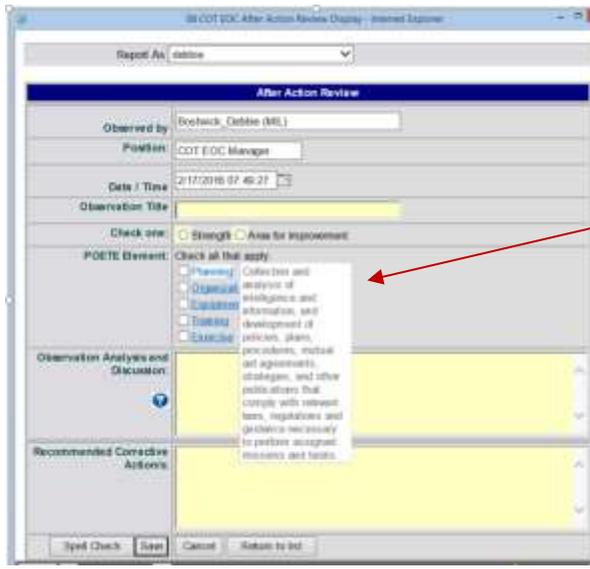
For more details, please refer to:

<http://mil.wa.gov/uploads/pdf/e911/web-eoc-resource-tracker-current.pdf>

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After Action Review

During activations, exercises and training, the After Action Review Board is used to capture feedback. Participants can choose whether if it is a strength or is it an area of improvement, select what POETE element, planning, organization, equipment, training, or exercise does it pertain to? Users can state their observation analysis and discussion and make a recommendation corrective action.



POETE Elements:
with pop-out
descriptions

Display

Tacoma - City of (Training do not delete)



Filter by Type
or Element

After Action Review									
Type / POETE Element: All									
Record No.	Observed By	Date / Time	Observation Title	Type	POETE Element	Observation Analysis and Discussion	Recommended Corrective Action/s	Edit Record	
8	Bostwick_Debbie (MIL) COT EOC Manager	02/17/2016 07:49:27	Feedback		Planning Organization	This is a place for feedback.	Users have the opportunity to provide recommended feedback.		
5	Ute Weber COT EOC Manager	05/01/2013 08:56:00	Incident creation and default			As a user through STATE EMD I believe we can't create an incident and make it the			

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Other Boards

Depending upon your position, there are other boards available to view and make entries onto. This training module covers only the basics of WebEOC. You may use the **'SEOC Training (Do Not Delete 2015)** incident to navigate around the Control Panel and learn more about WebEOC.

Managing Your Desktop

Most people find it easier to work in WebEOC if they resize the windows and arrange them on their desktop. You should experiment to find the configuration that works best for you.

How to Refresh the Page

hit F5 on your keyboard to refresh the page. If you use the  found at the top left corner of the page, it will log you off.

Setting up an Incident in WebEOC

The WebEOC Administrator, EOC Supervisor, and General Staff Section Chiefs can create incidents on WebEOC.

Resources

<http://mil.wa.gov/other-links/web-eoc>

Join the [Northwest Regional WebEOC User's Group \(NWRWUG\) Listserv](#) to keep up with the latest developments and news from the vendor and other WebEOC users in the Northwest.

There is a detailed Staffing Board Sign-In and edit instructions found at the bottom of the WebEOC Page.