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Getting Started

The link to the WebEOC webpage is located on the Washington Military Department, Emergency Management Division homepage: http://mil.wa.gov/emergency-management-division

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

Note: Chrome and Internet Explorer are the best browsers to use with WebEOC. Firefox is not ideal as it does not allow the user to check out of the Staffing Board.

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.
WebEOC 8.6 Login

https://waseoc.webeocasp.com/WASEOC

username: WA-EOC-Guest
Temporary password: Emergency1

Note: If an Individual Username has been assigned to you, you will be required to manage your own password. If you get locked out, you will be given a temporary password that you will be prompted to change. Password requirements are at least one uppercase letter, at least one lowercase letter, and at least one number in an 8-character password (special characters may also be used). The following can reset your password: Debbie.Bostwick@mil.wa.gov, adam.mulvey@mil.wa.gov, alisha.osborne@mil.wa.gov, Lisa.Barbier@mil.wa.gov, or Mark.Douglas@mil.wa.gov
Select Position and Incident
At the next login screen select the ‘Position’ to which you are assigned and the appropriate incident from the dropdown menu. Click ‘Continue’.
Additional Login Information

You then get an ‘Additional Login Information’ screen. The ‘Name’ field is the only required field. Format for name is: First Name Last Name (Agency).

You will use the ‘Staffing Board’ to enter your other contact information.

Example: Lastname_Firstname (Agency)
Home Page Opens to see System-wide Messages

The Home page opens with the control panel menu rolled up. You will see any system wide messages the WebEOC Administrator has sent you.

Top tool bar

Username  Position  Incident  Log Out  Full Screen Mode  Admin Access

Notifications

System-wide Message
WebEOC 8.6 is Here

New Mapping Solutions

For the WebEOC 8.6 release, the Juvare team consulted with numerous clients and invested significant resources into what are proving to be the most intuitive, visually appealing, and comprehensive mapping solutions to date. Maps and Maps Add-on, the latest mapping solutions developed for WebEOC, respond to the needs of clients while simultaneously bringing to the table a series of new functions that seamlessly integrate with boards for improved workflows and a more comprehensive common operating picture.

Click Here for more information

Navigation options exist within this mode, affording you some control over the presentation. Various controls, located in a panel at the bottom of the screen, allow you to manually navigate or automatically scroll between boards, pause the presentation, and set the transition speed from one board to the next.
Click to open the Control Panel

Return to index

Click to open a shortlist of open tabs. You can open boards or close all tabs from here.
Control Panel Menu

The Control Panel appearance will vary from user to user. The example shown below is for the WA-LSC-OSC position. **Permissions vary based on the position to which you are assigned.**

To view entries in a list display, add, or edit records, click the title of an item to open board in a tabbed view.

Icon 📊 indicates that there is new information to view.

To Pop a display out into a new window, click 📖 Icon. This allows you to copy paste or move the window to another screen.

Indicates the SEOC is sharing these boards with other WebEOC Licensees via WebFUSION.

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Tabbed View
After opening boards in tabbed view, you can arrange them the way you like by position. The next time you log and use the same position, they will remain the same.

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

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

To check in and out, point to Board 05 ‘Staffing Board’ on the Control Panel (pictured on pg. 10-11) 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.

To Check In, use the ‘Initial Sign-in’ button. A popup opens warning you to only create one record in the staffing board per incident, the form will open when you click the ‘OK’ button.

At the end of your shift, click on the ‘Check Out’ button under ‘Change Status’. The duty status changes to ‘Off Duty’ and the change status changes to ‘Check In’.

The duty status changes according to being checked in or checked out. The next shift you work, click on the ‘Check In’ button to Check In.
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. 10-11) and, once it is underlined, click to open. Once the Activity Log is opened you can view, edit, add, and print entries.

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 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, add, and print records.
Situation Report Published

To view the Situation Report click

![Situation Report Screenshot](image)

---

### Situation Report

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 22  
**Operational Period:** 10/10/2018 12:00:00 AM - 1700 - 0700  
**Publish Date:** 10/17/2018 11:41:46

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 21  
**Operational Period:** 10/11/2018 12:00:00 AM - 1700 - 0700  
**Publish Date:** 10/17/2018 11:33:13

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 19  
**Operational Period:** 10/13/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 10/17/2018 10:41:23

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 19  
**Operational Period:** 10/14/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 10/17/2018 10:36:51

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 18  
**Operational Period:** 10/15/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 10/17/2018 09:30:39

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 17  
**Operational Period:** 10/16/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 10/17/2018 09:11:33

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 17  
**Operational Period:** 10/17/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 10/17/2018 09:00:39

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 15  
**Operational Period:** 9/27/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 10/02/2018 16:00:12

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 15  
**Operational Period:** 9/28/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 10/02/2018 12:37:03

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 02  
**Operational Period:** 9/13/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 09/14/2018 09:04:06

**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 02  
**Operational Period:** 8/16/2018 12:00:00 AM - 07:00 - 17:00  
**Publish Date:** 08/22/2018 14:55:41

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**Incident Name:** 16-T Road Trip 2015 - 2018  
**SitRep #** 22  
**Operational Period:** 10/10/2018 12:00:00 AM - 1700 - 0700  
**Date/Time EOC Sup Approved:** 10/17/2018 11:41:49

**Incident Type:** EXERCISE  
**Disaster Manager:** Stacey McClain  
**SEOC Activation Level:** Level 1 - Full  
**SEOC Supervisor:** Chris Utzinger  
**Other Activated Centers:** Benton, Franklin, Grant Counties

**Activated ESFs:** ESF 01, ESF 02, and ESF 03

**General Situation:**

At 0000 hours on Tuesday, June 7, a Magnitude 9.0 earthquake occurred along the full length of the 800-mile Cascadia Subduction Zone (California, Oregon, Washington and British Columbia). Ground shaking lasted for approximately five minutes. The Washington State Emergency Operations Center (EOC) activated to Level 1 as of 0815. There have been two aftershocks as follows: 6/8/15, 0500 hrs – 5.0 Aftershock West of Bremerton and 6/8/16, 1400 hrs – 5.0 After Shock Seattle Fault Line.

The Tsunami Advisory remains in effect for the coastal areas of California, Oregon, Washington, and British Columbia from Point Conception California to the BC/Alaska border. Tsunami advisories mean that a tsunami capable of producing strong currents or waves dangerous to persons in or very near the wave. The earthquake generated six tsunami incidents striking the Washington Coast causing extensive damage to coastal communities and infrastructure. Tsunami warnings remain in effect for Washington’s Pacific coast from the Oregon-Washington border to the straights of Juan De Fuca.
**Situation Report Edit**

The Situation Report Writer coordinates the content of the situation report. The General Staff Section Chiefs and the Emergency Function Leads click ‘View’ and then ‘Edit’ to provide their content to the Situation Report.

Example WA-OPS-OSC

Click Edit to open the input form. Type in the text box and, when complete, check and Save.
**Resource Tracker**

The Resource Tracker is deployed statewide to all local jurisdictions. Cities can manage resources at the city level, and counties and tribes can manage resources at the county and tribal levels. Once each have exhausted mutual aid, local resources, and commercial assets, they can elevate resource requests to the next level.

The counties and tribes click the ‘State’ button to push the request to the state level. An email alert is automatically generated and sent to rfa@mil.wa.gov, which the SEOC Operations and Logistics sections monitors. The email identifies what incident the request is for and which jurisdiction is sending the request.

After Action Review (AAR)

The AAR Board has three forms for three different purposes:
1. The Activation Form provides users with a place to express their observations and recommended corrective actions.
2. The Exercise Form contributes to evaluating exercises.
3. The LEP Form provides feedback when Limited English Proficiency (LEP) populations are involved.

These three elements are used to help the SEOC make better-informed decisions to improve response, procedures, and communications.
AAR Activation Form

From the display, click ‘Add Record’ to open the form.

<table>
<thead>
<tr>
<th>Record No.</th>
<th>Observed By</th>
<th>Date / Time</th>
<th>Observation Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Bostwick Debbie</td>
<td>12/18/2017</td>
<td>WebEOC SitRe objectives</td>
</tr>
</tbody>
</table>

*Activation is the default type.*

**What are you commenting about**

**Is it a strength or area of improvement?**

**Select the POETE Elements that apply. A description pops up when you hover over each element.**

**Input your observation**

**What is your recommended corrective action?**

Return to index
AAR Exercise Form

If you select ‘Exercise’, a list of Exercise assessment factor questions appears. You can rate and rank each assessment factor 1 – 5 from strongly disagree to strongly agree.

<table>
<thead>
<tr>
<th>Assessment Factor</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The exercise was well structured and organized:</td>
<td>○ 1 ○ 2 ○ 3 ○ 4 ○ 5</td>
<td></td>
</tr>
<tr>
<td>The exercise scenario was plausible and realistic:</td>
<td>○ 1 ○ 2 ○ 3 ○ 4 ○ 5</td>
<td></td>
</tr>
<tr>
<td>The multimedia presentation helped the participants understand and become engaged in the scenario:</td>
<td>○ 1 ○ 2 ○ 3 ○ 4 ○ 5</td>
<td></td>
</tr>
<tr>
<td>The facilitator/s was knowledgeable about the material, kept the exercise on target, and was sensitive to group dynamics:</td>
<td>○ 1 ○ 2 ○ 3 ○ 4 ○ 5</td>
<td></td>
</tr>
<tr>
<td>The Situation Manual used during the exercise was a valuable tool throughout the exercise:</td>
<td>○ 1 ○ 2 ○ 3 ○ 4 ○ 5</td>
<td></td>
</tr>
<tr>
<td>Participation in the exercise was appropriate for someone in my position:</td>
<td>○ 1 ○ 2 ○ 3 ○ 4 ○ 5</td>
<td></td>
</tr>
<tr>
<td>The participants included the right people in terms of level and mix disciplines:</td>
<td>○ 1 ○ 2 ○ 3 ○ 4 ○ 5</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: 

Select your role: Participant/Player
Change type to Exercise.

Return to index
AAR LEP Form

The PIO can check ‘Were any LEP populations affected?’ to get three additional LEP Questions to dropdown.

<table>
<thead>
<tr>
<th>After Action Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observed by</td>
</tr>
<tr>
<td>SEOC Position</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Incident Type</td>
</tr>
<tr>
<td>Date / Time</td>
</tr>
<tr>
<td>Observation Title</td>
</tr>
<tr>
<td>Check one</td>
</tr>
<tr>
<td>POETE Element</td>
</tr>
</tbody>
</table>

LEP After Action Review

Guidance: We ask you to complete answers to the following questions in order to satisfy the requirements of SSB 5046 – 2017-18: Providing public notices of public health, safety, and welfare in a language other than English. [RCW 38.52.070]

During the After-Action Review (AAR), local jurisdictions must evaluate the effectiveness of communicating life safety information to Limited English Proficient (LEP) populations during the disaster or exercise. This evaluation, along with recommendations for tools, processes and resources needed to address the challenges, informs the Washington Military Department's Emergency Management Division and helps EMD plan strategies for improved LEP communications.

1. Please describe the effectiveness of communications to LEP groups during this disaster or exercise, and how you came to your conclusions.

2. Please describe any technological challenges you encountered when communicating with LEP groups during this disaster or exercise.

3. Please describe tools, processes, and resources (funding, staff, training, equipment, or other) needed to address the challenges you experienced.
AAR Displays
The AAR default display shows answers to Activation Form questions.

Click ‘Go to Exercise View’ to see exercise evaluation(s).

Click ‘LEP Answers’ to see LEP answers.
How to Print the AAR Board
Click ‘Print PDF’

When the Print Page opens, click the print icon located in the top right corner of the page.

You can either save the document as a PDF or you can change it to printer by clicking ‘Change’ from PDF to your printer name.
Notes and Tips

Other Boards
Depending upon your position, there are other boards available to view and make entries. 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
Control R or F5 will refresh the homepage. Do not use the browser’s refresh icon (next to the web address bar) as it will log you off of WebEOC.

Incident creation and password resets
Debbie.Bostwick@mil.wa.gov, Mark.Douglas@mil.wa.gov, Blake.Bowen@mil.wa.gov, or Ray.Madrid@mil.wa.gov

Questions
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