



EMERGENCY MANAGEMENT DIVISION

A Disaster Resilient Washington State



Introduction to WebEOC Version 9 (V9):

Updated Boards

Debbie Bostwick

WebEOC Program Manager



Agenda

Welcome, Administrative Info and Introductions

Updated Menu Formatting

Sign In/Out Board

Incident Creator Board

Activity Log

Controller Review and Significant Events

Incident Action Plan (IAP) Boards

AAR/Corrective Actions Board

Advanced File Library and Share Documents

Questions

Future Planned Changes

Closing Remarks



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How to access WebEOC



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Go to:

<https://waseoc.webeocasp.com/WA/SEOC/>

- **Sign in to WebEOC using the username and password provided to you. If you do not have access to WebEOC contact your supervisor or the WebEOC Admin.**

A screenshot of the JUVARE WebEOC login interface. At the top, the JUVARE logo (a red shield with a white 'J') is followed by the text "JUVARE | WebEOC". Below this are two input fields: "Username" with a red asterisk and a red arrow pointing to the field containing "Thomas Magnum"; and "Password" with a red asterisk and a red arrow pointing to the field containing "*****". Underneath the password field is a line of text: "By proceeding, you agree to Juvare's Privacy Policy and Terms & Conditions". A blue "Log In" button is positioned below this text. At the bottom of the page, the website URL "www.juvare.com" and the copyright notice "©2022 ESI Acquisition, Inc. WebEOC" are displayed.



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- **Select Position and Incident.** You may have access to multiple positions, please select the one that is appropriate for this situation. For training use 22-T Road Trip 2015 – 2023, unless given other instructions by your supervisor, the default incident is the one that you will log in to.
- **Click “Continue”.**

JUVARE WebEOC

Select Position and Incident

Position
_WebEOC Admin

Incident
22-T Road Trip 2015 - 2022

Cancel Continue

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- If you have not previously logged on to WebEOC you will be presented with an Additional Login Information Screen where you will fill out Name, Location, Phone Number, Email address and comments. Some of this information may already be populated. Please fill out and verify the information. Make sure that you use the dashes in your phone number. The Comment Section can be left blank unless given specific information from your supervisor.
- Once the information is verified press “Continue”

The screenshot shows the 'Additional Login Information' screen on the JUVARE WebEOC platform. The form includes the following fields:

- Name ***: Thomas Magnum
- Location**: 41-505 Kalanianoʻe Highway
- Phone Number**: 867-5309
- Email**: PI@gmail.com
- Comments**: (Empty text area)

At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'. A red arrow points to the 'Continue' button. Below the form, the footer text reads: 'www.juvare.com ©2022 ESI Acquisition, Inc. WebEOC'.



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- The Notification Screen on the home tab will display System-Wide messages and General messages. Always displayed are current incidents, recent changes and SEOC contact information.
- This screen can be edited by the WebEOC Administrator, the SEOC Supervisor and the Logistics Section Chief

A screenshot of a web browser displaying the 'Notifications' page of the WebEOC system. The browser's address bar shows '04 WA-EOC Resource Tracker' and 'Advanced File Library'. The page content includes a 'System-wide Message' section with a red header and a 'Please Note' paragraph. Below this is a paragraph about SEOC Standard Operating Procedures (SOPs). There are sections for 'Active Incidents' and 'Active 2022 Fires', each with a list of items. A 'General Messages' section contains a paragraph about PPE supply. At the bottom, there is a list of contact information for various roles and a red-bordered box with emergency contact information.

Notifications

System-wide Message

Please Note: The system is set to default to the 20-0265 2020 Novel CoV incident. To submit requests to any other incident please manually select the incident from the drop-down menu. Consolidated information regarding 2022 Fires can be found under the 2022 Fires Master View under which all major 2022 fires will be listed as separate incidents.

The Current SEOC Standard Operating Procedures (SOPs) (Dated 5-31-2022) can be found at the link here "Note" Some SOPs relating to WebEOC functions have already been updated to include Version 9 functions which may or may not be active yet on the WebEOC platform. The previous version of the SOP (Dated 5-31-2021) will remain available until all WebEOC operations have been upgraded as depicted in the current SOP

Active Incidents:

- 20-0265 2020 Novel CoV
- 21-0828 Afghan Arrivals Support
- 22-1602 Highly Pathogenic Avian Influenza (HPAI)
- 2022 Fires

Active 2022 Fires:

General Messages

The State PPE supply will continue to be available to support local emergency management organization and when supplies are unavailable through regular supply chains, when shipping delays cause an insufficient level of PPE, and when urgent needs arise that cannot be addressed through other means. **Note all PPE requests that are submitted in WebEOC will be assigned to DOH for review under the new vetting process.** **More information on PPE requests can be found at: www.doh.wa.gov/PPE or by emailing ppe@doh.wa.gov**

Ongoing COVID-19 activities have largely been integrated into the respective state agencies' day-to-day business. Within MIL and EMD, these activities are being sustained by the following programs. Please reach out to the contacts listed below as appropriate to address your request:

- the Response Section Manager Kevin.Wickersham@mil.wa.gov
- the SEOC Supervisor eocsup@mil.wa.gov
- the Operations Section Chief OSC@mil.wa.gov
- the Logistics Section Chief LSC@mil.wa.gov
- the Human Services Program mass.care@mil.wa.gov
- Long Term Community Recovery recovery@mil.wa.gov
- the Public Assistance Program, MILDLEMDPublicAssistance@mil.wa.gov
- the Communications Office, pio@mil.wa.gov

For emergency needs please contact the Alert and Warning Center (Staffed 24 hours): 800-258-5990



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Updated Menu Formatting



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- From the home tab, please select the menu bar at the top left (menu bar is accessed by clicking the three lines with a drop-down arrow). *Note that the board menu list may appear differently based upon your particular position and user profile.

System-wide Message
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- The updated menu is formatted as seen in this view.
- Not all users are able to edit each board. Please reach out to your supervisor and the WebEOC team if you need additional rights to edit certain board views.
- The menu is organized into: Boards, Maps, Menus, Tools, Plugins, and Links

Boards	
★ 01 V9 Sign In Out	
02 V9 Incident Creator Contacts	
★ 03 V9 SEOC Significant Events	
★ 04 WA-EOC Resource Tracker ⚡	
05-a Situation Report (Published)	
05-b Situation Report (Working)	
06-a V9 Activity Log	
★ 06-b V9 Controller Review	
★ 07-a Incident Action Plan (Working)	
★ 07-c Incident Action Plan (Published)	
★ 08 V9 Statewide Shared Documents	
09 Media Monitoring and Publications	
10 V9 AAR / Corrective Action	
★ Food Bank Staffing Efforts ⚡	
WSDOT Infrastructure ⚡	



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- The updated menu is formatted as seen in this view.
- The menu is further divided into Health and Medical (H Boards), Infrastructure (F Boards) Situational Awareness (S Boards) and Tools (T Boards).
- Additional Boards may be added to each section in the future.

Menus	
▼ Health and Medical (Logistics)	
H1 Infectious Disease Community Impact Tracking	🔗
H2 Infectious Disease Case Summary By Jurisdict	🔗
★ H3 WA DOH RSS Master Status Input	🔗
▼ Infrastructure	
★ F1 V9 Damage Assessments	🔗
★ F2 V9 Distribution Sites	🔗
★ F3 V9 Facility Status	🔗
★ F4 V9 Road Status	🔗
★ F5 V9 Shelters	🔗
F6 WSDOT Infrastructure ⚡	🔗
▼ Situational Awareness	
★ S1 Statewide EOC Activation Status ⚡	🔗
★ S2 V9 Lifeline Board	🔗
★ S3 ISNAP Board	🔗
S4 Weblinks Board	🔗

▼ Tools Menu 3	
T1 V9 Event Calendar	🔗
★ T2 SEOC Staff Training Day Course Material	🔗
★ T3 V9 Contacts	🔗
★ T4 Staffing Pattern	🔗
T5 V9 Operational Rhythm	🔗
T6 SEOC Help Desk Requests	🔗



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- The updated menu is formatted as seen in this view.
- All previous board views and data are still accessible to all users under the SEOC Boards Prior to 7/01/2022 menu
- We can make incidents not active. Reach out to the WebEOC Admin if you don't see an incident in the incident drop-down list and she can make incidents active.

Maps	
Food Bank Staffing Service	
Menus	
▶ 01 Counties / Agencies / Statewide Prior to 7/01/2022	
▶ 09 Weather Reports & Websites	
▶ Daily Operations	
▼ Health and Medical (Logistics)	
H1 Infectious Disease Community Impact Tracking	
H2 Infectious Disease Case Summary By Jurisdiction	
H3 WA DOH RSS Master Status Input	
▼ Infrastructure Menu Set 8	
06 WSDOT Infrastructure	
F1 V9 Damage Assessments	
F2 V9 Distribution Sites	
F3 V9 Facility Status	
F4 V9 Road Status	
F5 V9 Shelters	
▶ SEOC Boards Prior to 7/01/2022	
▼ Situational Awareness	
S1 Statewide EOC Activation Status	
S2 V9 Lifeline Board	
S3 ISNAP Board	
S4 Weblinks Board	
▶ State Agency Menus - Washington (Prior to 7/01/2022)	
▶ Tools Menu 3	

▼ SEOC Boards Prior to 7/01/2022	
01 WA-EOC Significant Events	
04 WA-EOC Resource Tracker	
05 WA-EOC Staffing and Seating Charts	
06 WA-EOC Facility Notification Forms	
07 WA-EOC Media Monitoring and Publications	
10 WNG-JOC Shared Documents	
▶ History IAP	
▶ RACES Menu	
WA-EOC After Action Review	
WA-EOC Notifications Postings	



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- The updated menu is formatted as seen in this view.
- All previous state agency, Locals, and jurisdictions board views and data are still accessible to all 01 Counties / Agencies / Statewide Menus –Prior to 7/01/2022 menu

The screenshot shows a web application menu with the following structure:

- Maps
 - Food Bank Staffing Service
- Menus
 - 01 Counties / Agencies / Statewide Prior to 7/01/2022 (highlighted with a red arrow)
 - 09 Weather Reports & Websites
 - Daily Operations
 - Health and Medical (Logistics)
 - H1 Infectious Disease Community Impact Tracking
 - H2 Infectious Disease Case Summary By Jurisdiction
 - H3 WA DOH RSS Master Status Input
 - Infrastructure Menu Set 8
 - 06 WSDOT Infrastructure
 - F1 V9 Damage Assessments
 - F2 V9 Distribution Sites
 - F3 V9 Facility Status
 - F4 V9 Road Status
 - F5 V9 Shelters
 - SEOC Boards Prior to 7/01/2022
 - Situational Awareness
 - S1 Statewide EOC Activation Status
 - S2 V9 Lifeline Board
 - S3 ISNAP Board
 - S4 Weblinks Board
 - State Agency Menus - Washington (Prior to 7/01/2022)
 - Tools Menu 3

The sub-menu for '01 Counties / Agencies / Statewide Prior to 7/01/2022' is expanded, showing the following items:

- 01 Statewide Significant Events
- 02 Statewide Shared Documents
- 03 Statewide Sign In Out
- 04 Statewide After Action Review
- 05 Statewide County Road Status
- 06 Statewide Shelter Status
- 07 Seattle Snapshot-Report
- 08 a. King County COVID Tracking
- 08 b. King County School Status (New)
- 08 c. King ISNAP
- 08 King County Event Reporting



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Sign In/ Out Board

Reference:

SEOC SOP CMN-12 WebEOC Sign In/Out Board



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- Select board “01 V9 Sign In Out”
- Click on “Sign In+” and enter your details. Note: some of your information may already be populated based upon your user profile and prior login information.
- You have the option to manually edit the sign in Date/Time by clicking on the field and using the calendar. To sign in other users, use Sign in Other users. See next page.

CURRENT STAFFING HISTORY STATEWIDE VIEW

Current EOC Staffing
22-4894 DECEMBER EXTREME WEATHER

[SIGN IN OTHER USERS +](#) [SIGN IN +](#) ...

0 CURRENTLY SIGNED IN

Name	Contact #
------	-----------

Page 1 of 1 Disable Refresh? ©2022 ESi Acquisition, Inc. WebEOC



Sign in Other Users

You will be presented with a position drop-down list to select the appropriate position. You can overwrite the name of the person you are signing in. fill in the rest of the fields.

The screenshot displays a web application interface for signing in other users. On the left, a dropdown menu is open, listing various positions. The position 'ESF 02-Other' is selected and highlighted in blue. Below the dropdown is a text input field containing the name 'Debbie Bostwick (EMD)'. To the right of this field is a 'MAP' button with a location pin icon. Below the name field are fields for '* Location', '* Contact Number', and '* Email', each with a question mark icon. The background shows a browser window with several tabs open, including '01 V9 Sign In Out' and '03-b V9 SEOC Significant Eve'.

ESF 01-Aviation
ESF 01L-Aviation
ESF 01L-Maritime
ESF 01L-Other Lead
ESF 01L-WSDOT Lead
ESF 01-Maritime
ESF 01-Other Agency
ESF 01-WSDOT
ESF 02-911
ESF 02-Desktop Support
ESF 02-FEMA
ESF 02-GIS
ESF 02-Intake
ESF 02-IT
ESF 02L-IT Lead
ESF 02L-Ops Lead
ESF 02L-Other Lead
ESF 02L-RACES
ESF 02L-Telcom Lead
ESF 02-Other

* Name
Debbie Bostwick (EMD)

* Location
MAP

* Contact Number ?
* Email ?



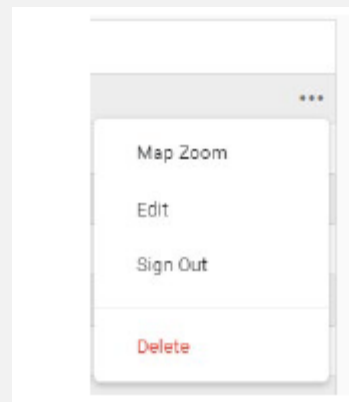
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- Once you have saved your information, your position and name will now be listed in the “Current EOC Staffing” list .

Position	Name	Contact #	Location	Email	Date/Time In
_WebEOC Admin	Thomas Magnum	867-5309	Oahu, HI	Pt@gmail.com	05/17/2022 09:50:58

- By clicking on the ellipsis “...”three dots located to the right side of your position entry you are given the option to .view location on the map, edit the entry, sign out of the incident, or to delete the record.





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- To Sign Out of the incident, click “Sign Out”. When signing out you can manually edit the “Date/Time In” and the “Date/Time Out”. Once the record is correct click “Save”.

The screenshot shows a web application interface for signing out. At the top left, there is a small 'EM' logo and the text 'Sign Out' and '22-T ROAD TRIP 2015 - 2022'. The main form area is titled 'Details' and contains several input fields and buttons. The fields are: Position (filled with '_WebEOC Admin'), Name (filled with 'Thomas Magnum'), Location (filled with 'Oahu, HI'), Contact Number (filled with '867-5309'), Email (filled with 'PI@gmail.com'), Date/Time In (filled with '12/11/1980 09:50:00'), and Date/Time Out (filled with '05/01/1988 09:57:00'). A calendar dropdown is open for the Date/Time Out field, showing the month of May for the year 1988. The calendar grid shows days from 1 to 31. The time selection part of the dropdown is also visible, showing '09' for the hour and '57' for the minutes, with 'AM' selected. There are 'CANCEL' and 'SAVE' buttons at the bottom right of the form.



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- Once you have signed out of the incident, you have the ability to edit past records using the “History” tab. Records are edited using the same fields as the “Sign In” and Sign Out” screens.

CURRENT STAFFING HISTORY



Sign In/Out History

22-T ROAD TRIP 2015 - 2022

SEARCH (1) 🔍

...

Position	Name	Contact #	Location	Email	Date/Time In	Date/Time Out	Time Worked	
_WebEOC Admin	Thomas Magnum	867-5309	Robin Masters Estate	Pl@gmail.com	12/11/1980 10:03:00	05/01/1988 10:11:00	2697:23:08:00	...
_WebEOC Admin	Thomas Magnum	867-5309	Oahu, HI	Pl@gmail.com	05/17/2022 09:50:58	05/17/2022 10:03:24	0:00:12:26	...

- The “Sign In/Out History” view will initially show all records in the WebEOC System, to view records belonging to a specific individual use the “SEARCH” button at the top of the list view to enter in search parameters such as last name.
- For additional assistance in the Sign In/Out procedure contact the WebEOC Admin.



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Incident Creator Board

Reference:

SEOC SOP CMD-04 Create an Incident in WebEOC




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- 1. Log in to WebEOC .
- 2. NOTE: Not all WebEOC Users can create incidents.
- 3. Select Board 02 Incident Creator
- 4. Click on "Create New" to enter incident details.

INCIDENTS CONTACTS

 Incidents
22-T ROAD TRIP 2015 - 2022

CREATE NEW + FILTER/SEARCH ▾ ...

3 ACTIVE 0 INACTIVE

- 5. Block 1: Incident Name Enter the incident name following the naming convention: Mission number Incident name. Mission number and incident name can be obtained from the Alert & Warning Center.

Incident Details

* Incident Name



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- **6. Block 2: Default/Active/Searchable:** At the direction of the EOC Supervisor an incident can be made as the default incident in WebEOC. Default incidents will be auto populated on login screens to direct users towards that incident. When there are multiple active incidents only one incident can be set as default. Incidents will be marked as active until the incident response is complete. Inactive incidents remain as a part of the WebEOC historical record. Searchable incidents can be found via the search and filter functions. As a standard all incidents will be marked as active and searchable, and all incidents affecting the state as a whole or multiple jurisdictions will be marked as default.

Default Active Searchable



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- **7. Block 3: Agency Details: Enter the originating Agency, and Location of Agency. Users have the option to map the location for GIS use. Enter the Point of Contact for the incident (usually the SEOC Supervisor) and contact number for the point of contact.**

Agency Details

Agency	Location
<input type="text"/>	<input type="text"/>
Location	Latitude / Longitude
<input type="button" value="MAP 📍"/>	/
Point of Contact	Contact Number
<input type="text"/>	<input type="text"/>

8.



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- **8. Block 4: Activation Details:** from the drop-down menu, select the activation level (3-Monitoring, 2-Partial, 1-Full), and select the incident type (Not Activated, Activated, Exercise, Planned Event, or Training Event) In the summary, provide a summary that best describes the incident.

Activation Details

Level

Level



Type

Type



Summary



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- **9. Block 5: Assignments:** Under “Group Assignments” select the group or groups which will have access to this incident (multiple groups can be selected). If this incident is part of a master view, select the appropriate Master View, from the dropdown list check the checkbox next to the appropriate master view. If any contacts need to be specifically notified of this incident creation, select them from the drop-down menu to include them. (New contacts must be added to the “Contacts” tab of the incident creator prior to creating a new incident). Comments specific to this incident and the assigned groups can be added in the free text box.

Assignments

* Group Assignment

+

Masterviews

+

Notify Contacts

+

Comments

For Regional Incidents select All – Cities, All – Col Universities, All – Counties, All –SEOC, All – State Agencies, and All – Tribes.



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- **10 The SEOC always creates Regional Incidents, so King, Pierce, Thurston, and City of Seattle can subscribe to the incident. Check the Is Regional Incident**

Regional Incident

Is Regional Incident

Host

WA-State

Available Subscribers

Filter Available Subscribers

Clackamas County
Idaho State
ODOT
Washington County Oregon

Assigned Subscribers

Filter Assigned Subscribers

King County
Pierce County
Seattle
Thurston County

Automatically Publish To Future Subscribers:

Upload Local Data:

Always check upload Local Data.



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- **11. Once all pertinent details have been added, select “Save” to create the incident.**
- **12. Editing existing incidents: From the incident list view, users with appropriate level access can edit existing incidents by selecting the “...” button on the right of the screen.**
- **13. Share WebEOC incident activation number in the Incident Brief and document on the ICS 201.**



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Activity Log

Reference:

SEOC SOP CMN-10 WebEOC Activity Log and Significant Events Logs



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- **The Activity Board can be accessed by using the drop-down menu on the upper left of the WebEOC screen. The 06 Activity Log is a digital version of the ICS 214 form and is used for recording all activities completed during the event. When looking at the edit list view, users will only be able to see, create, and edit records for their own section or jurisdiction. Each time a new record is created a new row will appear. The Significant Events board is linked to the Activity Log in order to allow log entries from the Activity Log to be published to the Significant Events board. Publishing to the Significant events board can be done directly by certain assigned positions, or through a review process. The steps to add an entry directly to the Significant Events board are similar to adding entries to the Activity Log and are found below.**



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- **The Activity Board is the required record of each responder on an incident and should be logged regularly. See CMN-03 Public Records Management and disclosure for further details. (Located in the SOP)**
- **1. From the list view users can sort all log entries by fields, by chronological order, or by specific filters.**
- **2. Log Entries will be marked with a grey label showing that they have only been posted to the activity log or a green label showing that the entry has been published to the Significant Events log.**

SEOC SIGNIFICANT EVENT STATUS
NOT SUBMITTED

SEOC SIGNIFICANT EVENT STATUS
POSTED



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- **6. Block 2 Date/Time:** The current date/time will be displayed, by clicking on the date you can manually change the date/time by using the drop-down calendar as needed.

* Date/Time

05/18/2022 14:42:59

< May 2022 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

02 : 42 PM

- **7. Block 3 Event Type:** Using the drop-down menu select the Event Type that best describes the log entry.
 - a. Use “Log Entry” as the generic event type when no other types in the drop-down menu are appropriate.

* Event Type

[Drop-down menu]



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- **8. Block 4 Priority:** Use the drop-down menu to select the priority for the log entry (Incident Stabilization, Property Preservation, Life Saving)

* Priority

Incident Stabilization

- **9. Block 5 Description:** Enter in the detailed description of the log entry.

* Description

- **10. Block 6 Location Name and address.** enter a location name and address,

Location Name

Location Address

Map

20 Aviation Dr, Camp Murray, 98430

GENERATE MAP





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- **13. Block 10 Routing: The Activity Log and Significant Events log are linked. Users who have been granted access are able to publish Activity Log entries directly onto the Significant events board by selecting the check box marked “Post to SEOC Significant Events”. All other users who select the check box will have their log entries reviewed by Command or General Staff prior to being published on the Significant Events log.**

Routing

Post to SEOC Significant Events



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Controller Review and Significant Events

Reference:

SEOC SOP CMN-10 WebEOC Activity Log and Significant Events Logs



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- **Once a Regional Incident has been created, one of the Controllers need to turn on the Controller Review Process. To do this the Controller must click on the Ellipsis, ... Click Settings, and Check Enabled Default Controller Configuration**

If you would like these settings to be reflected in future incidents, they should be saved while in the "Setup" incident. Otherwise these settings will affect only this incident (22-T Road Trip 2015 - 2022).

Default Controller Configuration

- Disabled
 Enabled

Default Significant Events Time Filter

Hours

Enter the number of hours after which significant event records will automatically be filtered out.

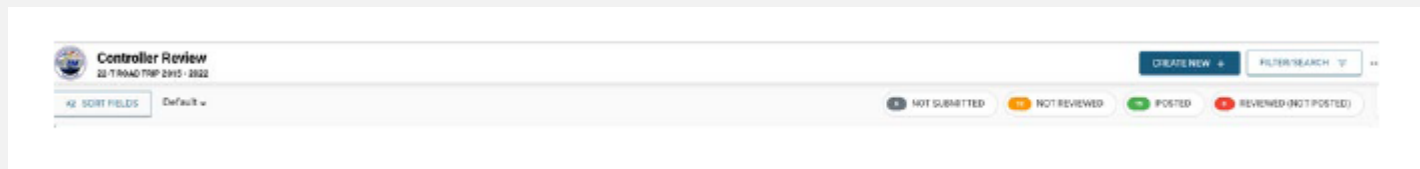
- **The controller can set how many hours a record is filtered out of Significant Events. I do not believe the SEOC will use this feature.**



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- The Controller Review board is an intermediate process which allows Command and General Staff to validate and approve all Log entries which have been selected for publishing on the Significant Events board.
- 1. Controller View: The controller view will display an informational graphic at the top showing the number of log entries by category (Not Submitted, Not Reviewed, Posted, and Reviewed Not Posted). By clicking on each of these buttons the log entry list view can be filtered.
 - a. The controller view will also display color labels on each entry which correspond to the current review status of that entry. NOTE that review entries which have been marked as “Not Submitted” are not displayed on the controller view.



- b. Review Status labels will appear as:





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- **2. Reviewing Log Entries**
 - **a. Command and General Staff users can edit and review log entries which have been sent to the Significant Events Board**
 - **b. Block 13 (Routing) will appear differently on the controller board and will allow users to select an SEOC Controller Review Status from the drop-down menu.**
 - **i. Not Submitted:** when this status is selected the log entry will revert to the activity log and will no longer be visible on the controller view.
 - **ii. Not Reviewed:** this status is the default status
 - **iii. Reviewed Not Posted:** this status is used when the user has not decided regarding the publishing of this log entry to the significant events board.
 - **iv. Posted:** this status will post the log entry to the significant events board.
 - **Note, the controller must note the Description text box, prior to saving.**

Routing

SEOC Controller Review Status SEOC Significant Posting Date/Time

Posted 05/17/2022 11:26:00

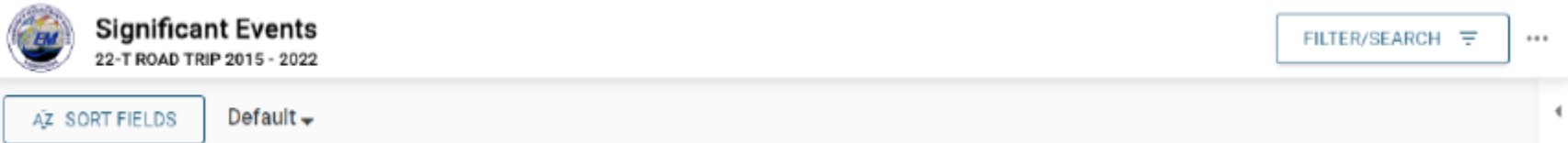


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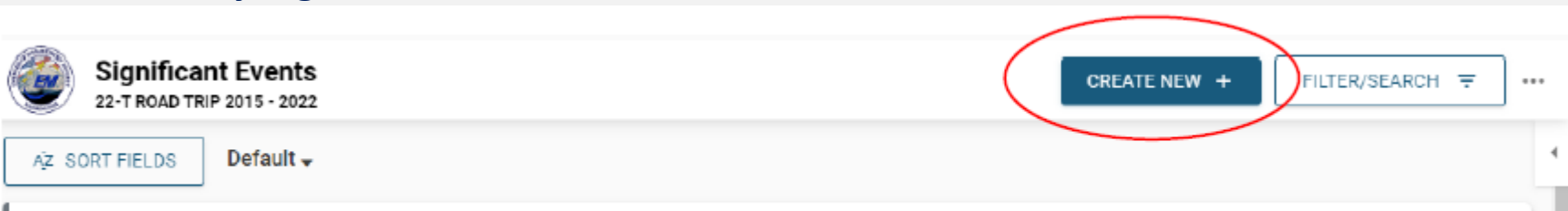
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The style and format of the Significant Events board is consistent with the Activity Log; however, the Significant Events board is intended for higher level details and action summaries which are applicable to all incident responders. At the start of each incident the SEOC Supervisor will brief the criteria for publishing to the Significant Events board.

- 1. General View – The majority of WebEOC users will have the general view of the Significant Events Board, which will allow them to view, filter and sort event records. :



- 2. Publisher View – Certain WebEOC users based upon position, will have the ability to publish entries directly onto the Significant Events Board, the process and detailed steps to create an entry are identical to the above steps for the activity log and are initiated with the “Create New +” button as seen below.





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Incident Action Plan Builder (IAP)

Reference:

SEOC SOP PLN-05 Build the Incident Action Plan (IAP)



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- The Incident Action Plan (IAP) is developed by the Planning Section. The IAP is a tool to synchronize operations in support of meeting incident objectives. The Planning Section will use the following steps to develop an IAP for the next operational period in WebEOC Incident Action Plan boards. * NOTE not all users will have access to all portions of the IAP Process. There are three boards that are used in this process:

- 07-a Incident Action Plan (Working)
- 07-b Incident Action Plan (Template)
- 07-c Incident Action Plan (Published)



Boards	
★ 01 V9 Sign In Out	🔗
★ 01 WA-EOC Significant Events ⚡	🔗
★ 03 V9 SEOC Significant Events	🔗
★ 04 WA-EOC Resource Tracker ⚡	🔗
05-a Situation Report (Published)	🔗
05-b Situation Report (Working)	🔗
★ 06 WA-EOC Planning Activity Log	🔗
06-a V9 Activity Log	🔗
★ 06-b V9 Controller Review	🔗
★ 07-a Incident Action Plan (Working)	🔗
★ 07-b Incident Action Plan (Template)	🔗
★ 07-c Incident Action Plan (Published)	🔗
★ 08 V9 Statewide Shared Documents	🔗
09 Media Monitoring and Publications	🔗
10 V9 AAR / Corrective Action	🔗
★ Food Bank Staffing Efforts ⚡	🔗
WSDOT Infrastructure ⚡	🔗
Maps	
★ Food Bank Staffing Service	🔗
Menus	
▶ 01 Counties / Agencies / Statewide Prior to 7/01	
▶ 09 Weather Reports & Websites	
▶ Daily Operations	
▶ Health and Medica	
▶ Infrastructure	
▶ SEOC Boards Prior to 7/01/2022	



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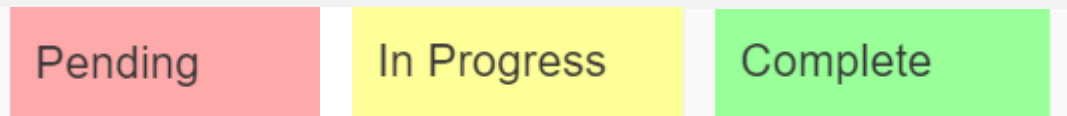
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- **07-a Incident Action Plan (Working)**

The screenshot shows a web interface for the '07-a Incident Action Plan (Working)'. At the top left is the EM logo and the text '20-0265 2020 Novel CoV'. On the right is a '+ Create IAP' button. Below is a search bar with a 'Search' button. A table lists IAP records with columns for Title, Operational Period From, Operational Period To, Last Updated, and Status. One record is shown: 'Test V9 IAP' with a status of 'Pending'. Action buttons for 'Delete IAP', 'View IAP', and 'Forms List' are visible next to the record.

Title	Operational Period From	Operational Period To	Last Updated	Status	
Test V9 IAP	06/27/2022	06/27/2022	06/27/2022 13:47:55	Pending	Delete IAP View IAP Forms List

- This board view allows you to see all the working drafts of IAPs.
- The view can be sorted by Title, Last Updated, and by using the search field.
- Users with the access can view the IAP or the separate forms making up the IAP
- IAP Status will be listed for each record:



- **Pending** – The IAP process for that operational period has been drafted
- **In Progress** – IAP Forms have begun to be created with inputs
- **Complete** – The IAP is finalized and published.



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- To begin the process, select “+ Create IAP”

+ Create IAP

IAP Operational Period

Incident

IAP Working Title

Incident Name [?](#)

20-0265 2020 Novel CoV

Incident Number [?](#)

Date From: 06/28/2022 

Date To: 06/28/2022 

Operational Period [?](#)

Time From:

Time To:

- IAP Operational Period
 - Enter the IAP Working Title
 - Incident Name (will default to the currently selected incident)
 - Incident Number
 - Operational Period (Date From, Time From, Date To, Time To)



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- **Select the ICS forms to include. Each IAP is built based upon the specifics of the organizational SOP, and the requirements of the incident. Not all IAPs will require all forms. Select those forms that are needed.**
- **Select “Save” to continue**
- **The IAP will now be shown in the list view as “PENDING”**

Please select ICS forms to include

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | ICS 200 Cover Sheet |
| <input checked="" type="checkbox"/> | ICS 201 Incident Briefing |
| <input checked="" type="checkbox"/> | ICS 202 Incident Objectives |
| <input checked="" type="checkbox"/> | ICS 203 Organizational Assignment List |
| <input checked="" type="checkbox"/> | ICS 204 Assignment List |
| <input checked="" type="checkbox"/> | ICS 205 Incident Radio Communication Plan |
| <input type="checkbox"/> | ICS 205A Communications List |
| <input checked="" type="checkbox"/> | ICS 206 Medical Plan |
| <input checked="" type="checkbox"/> | ICS 207 Incident Organization Chart |
| <input checked="" type="checkbox"/> | ICS 208 Safe Message/Plan |
| <input type="checkbox"/> | ICS 209 Incident Status Summary |
| <input type="checkbox"/> | ICS 211e-OS Check-In List (Equipment) |
| <input type="checkbox"/> | ICS 211p-OS Check-In List (Personnel) |
| <input type="checkbox"/> | ICS 215 Operational Planning Worksheet |
| <input type="checkbox"/> | ICS 215A Incident Action Plan Safety Analysis |
| <input type="checkbox"/> | ICS 220 Air Operations Summary Worksheet |
| <input type="checkbox"/> | ICS 230 Daily Meeting Schedule |



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- Select each form to edit and update by clicking the form number in blue at the right.
- All forms within the IAP will have a status displayed to indicate progress.

IAP Title	Operational Period From	Operational Period To	Operational Period
Test V9 IAP	06/27/2022	06/27/2022	Update

ICS Document Form	Status	View
COVER SHEET (ICS 200)	Pending	Cover Sheet
INCIDENT BRIEFING (ICS 201)	Pending	ICS 201
INCIDENT OBJECTIVES (ICS 202)	Pending	ICS 202
ORGANIZATION ASSIGNMENT LIST (ICS 203)	Pending	ICS 203
INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)	Pending	ICS 205
COMMUNICATIONS LIST (ICS 205A)	Pending	ICS 205A
MEDICAL PLAN (ICS 206)	Pending	ICS 206
INCIDENT ORGANIZATION CHART (ICS 207)	Pending	ICS 207
SAFETY MESSAGE/PLAN (ICS 208)	Pending	ICS 208
INCIDENT STATUS SUMMARY (ICS 209)	Pending	ICS 209
CHECK-IN LIST (Equipment) (ICS 211e-OS)	Pending	ICS 211e-OS
CHECK-IN LIST (Personnel) (ICS 211p-OS)	Pending	ICS 211p-OS
OPERATIONAL PLANNING WORKSHEET (ICS 215)	Pending	ICS 215
INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)	Pending	ICS 215A
AIR OPERATIONS SUMMARY (ICS 220)	Pending	ICS 220
DAILY MEETING SCHEDULE (ICS 230)	Pending	ICS 230

[Configure Branches and Divisions](#)



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- Select Coversheet, and then select “Edit Cover Sheet”
- Include IAP Number (Chronological)
- Select optional cover image
- Input cover text
- Add “prepared by” information
- Select In Progress or Complete.
- Click “Save” to return to form list.

***Note, Form should be filled out
In accordance with organizational
SOPs and requirements.**

Incident Name	20-0265 2020 Novel CoV		
Operational Period	Date From: 06/27/2022	Date To: 06/27/2022	
	Time From:	Time To:	

Incident Action Plan

Record Number:

Cover Image:
 No file chosen

B I U

Prepared by			
Name: <input type="text"/>	Position/Title: <input type="text"/>	Date/Time: 06/28/2022 08:14:15	

Form Status

COVER SHEET Status: In Progress Complete



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- Select ICS 201, and then select “Edit ICS 201”
- To include Current and Planned Actions, Strategies and Tactics select “+Add”
- To include Resource Summaries select “+Add”
- Select In Progress or Complete.
- Click save to continue.

*Note, Form should be filled out In accordance with organizational SOPs and requirements.

INCIDENT BRIEFING (ICS 201): Pending

Incident Name	20-0265 2020 Novel CoV		
Incident Number			
Operational Period	Date From:	06/27/2022	Date To: 06/27/2022
	Time From:		Time To:

Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)

Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

Current and Planned Objectives

Current and Planned Actions, Strategies, and Tactics [?](#)

Time	Actions	+ Add

Resource Summary [?](#)

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)	+ Add

Prepared by

Name:	Position/Title:	Date/Time:



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- Select ICS 202, and then select “Edit ICS 202”
- Fill in the required data fields (Objectives, Operational Period Command Emphasis, General Situational Awareness, Site Safety Plan, and Prepared by information).
- Forms check boxes will be based upon forms which were selected previously.
- Select In Progress or Complete.
- Click save to continue.

***Note, Form should be filled out In accordance with organizational SOPs and requirements.**

Incident Name	20-0265 2020 Novel CoV	
Operational Period	Date From: 06/27/2022	Date To: 06/27/2022
	Time From:	Time To:

Objective(s) [?](#)

B I U S **A H** **☰ ☲ ☱** **☰ ☲ ☱** **☰ ☲ ☱**

Operational Period Command Emphasis [?](#)

B I U S **A H** **☰ ☲ ☱** **☰ ☲ ☱** **☰ ☲ ☱**

General Situational Awareness (Weather, General Safety Message) [?](#)

B I U S **A H** **☰ ☲ ☱** **☰ ☲ ☱** **☰ ☲ ☱**

Site Safety Plan Required? [?](#)

Yes No

Approved Site Safety Plan(s) Located At:

Incident Action Plan (the items checked below are included in this Incident Action Plan) [?](#)

<input checked="" type="checkbox"/> ICS 200	<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> ICS 211p-OS
<input checked="" type="checkbox"/> ICS 201	<input checked="" type="checkbox"/> ICS 206	<input checked="" type="checkbox"/> ICS 215
<input checked="" type="checkbox"/> ICS 202	<input checked="" type="checkbox"/> ICS 207	<input checked="" type="checkbox"/> ICS 215A
<input checked="" type="checkbox"/> ICS 203	<input checked="" type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> ICS 220
<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 209	<input checked="" type="checkbox"/> ICS 230
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> ICS 211e-OS	

Prepared by [?](#)

Name: Position/Title: Date/Time: 06/28/2022 08:23:47

Form Status

Incident Objectives (ICS 202) Status: In Progress Complete

Cancel Save



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- Select ICS 205, and then select “Edit ICS 205”
- Fill in the required data.
- Select In Progress or Complete
- Click Save to continue.

Note, Form should be filled out In accordance with organizational SOPs and requirements.

Incident Name	20-0265 2020 Novel CoV								
Operational Period	Date From: 06/27/2022	Date To: 06/27/2022							
	Time From:	Time To:							
Basic Radio Channel Use									
Zone Grp.	Ch #	Function	Channel Name/ Trunked Radio System Talkgroup	Assignment	Rx Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)
Records are added and modified from the details view for this form.									
Special Instructions									
<p>B I U S [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon]</p>									
Prepared by									
Name:	Position/Title:			Date/Time: 06/28/2022 08:34:56					
Form Status									
INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205) Status: <input type="radio"/> In Progress <input type="radio"/> Complete									

Cancel Save



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- Select ICS 206.
- Use the “+Add” buttons to include Medical Aid Stations, Transportation and hospitals.
- Then select “Edit ICS 206”
- Fill in the required data.
- Select In Progress or Complete
- Click Save to continue.

Note, Form should be filled out In accordance with organizational SOPs and requirements.

MEDICAL PLAN (ICS 206): Pending

Incident Name: 20-0265 2020 Novel CoV
Operational Period: Date From: 06/27/2022 Date To: 06/27/2022
Time From: Time To:

Medical Aid Stations

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?	+ Add
------	----------	-----------------------------	---------------------	-------

Transportation

Air/Ground	Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service	+ Add
------------	-------------------	----------	-----------------------------	------------------	-------

Hospitals

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad	+ Add
			Air	Ground				

Special Medical Emergency Procedures

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

Prepared by

Name: Position/Title: Date/Time:

Incident Name: 20-0265 2020 Novel CoV
Operational Period: Date From: 06/27/2022 Date To: 06/27/2022
Time From: Time To:

Basic Radio Channel Use

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	Rx Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)
-----------	------	----------	---	------------	----------------	-------------	----------------	-------------	-------------------

Records are added and modified from the details view for this form.

Special Instructions

Prepared by

Name: Position/Title: Date/Time: 06/28/2022 08:34:56

Form Status

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205) Status: In Progress Complete

Cancel Save



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- Select ICS 207.
- Select update layout for each section.
- Fill in the required data.
- Select In Progress or Complete
- Click Save to continue.

Note, Form should be filled out in accordance with organizational SOPs and requirements.

INCIDENT ORGANIZATION CHART (ICS 207)

Incident Name: 20-0265 2020 Novel CoV
Operational Period: Date From: 06/27/2022 Date To: 06/27/2022
Time From: Time To:
Organization Chart
Command Staff
 Update Command Staff Layout

Q Show Help
Command Staff
< Move Left + Attach - Remove Move Right >
Reset Chart
Available Positions
Cancel Save



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- Select ICS 208.
- Select “Edit ICS 208”
- Fill in the required data.
- Select In Progress or Complete
- Click Save to continue.

Note, Form should be filled out In accordance with organizational SOPs and requirements.

Safety Message/Plan (ICS 208): Pending

Incident Name	20-0265 2020 Novel CoV	
Operational Period	Date From: 06/27/2022	Date To: 06/27/2022
	Time From:	Time To:

Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan

Site Safety Plan Required?

Yes No

Approved Site Safety Plan(s) Located At:

Prepared by

Name:	Position/Title:	Date/Time:
-------	-----------------	------------

Incident Name	20-0265 2020 Novel CoV	
Operational Period	Date From: 06/27/2022	Date To: 06/27/2022
	Time From:	Time To:

Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan

B I U

Site Safety Plan Required?

Yes No

Approved Site Safety Plan(s) Located At:

Prepared by

Name: <input type="text"/>	Position/Title: <input type="text"/>	Date/Time: 06/28/2022 08:42:48
----------------------------	--------------------------------------	--------------------------------

Form Status

SAFETY MESSAGE/PLAN (ICS 208) Status: In Progress Complete

Cancel **Save**



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- Select ICS 209.
- Select “Edit ICS 209”
- Fill in the required data.
- Select In Progress or Complete
- Click Save to continue.

Note, Form should be filled out In accordance with organizational SOPs and requirements.

INCIDENT STATUS SUMMARY (ICS 209): Pending		
Incident Name	20-0265 2020 Novel CoV	
Incident Number		
Operational Period	Date From: 06/27/2022 Time From:	Date To: 06/27/2022 Time To:
Report Version	Incident Start Date/Time	
<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final Rpt # (if used):		
Incident Commander(s) & Agency or Organization	Incident Management Organization	
Current Incident Size or Area Involved (use unit label - e.g., "sq mi", "city block")	Percent (%) Contained/Completed	
	% <input type="radio"/> Contained <input type="radio"/> Completed	
Incident Definition	Incident Complexity Level	
Incident Location Information		
State	County/Parish/Borough	City

Incident Name	20-0265 2020 Novel CoV	
Incident Number		
Operational Period	Date From: 06/27/2022 Time From:	Date To: 06/27/2022 Time To:
Report Version ?	Incident Start Date/Time ?	
<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final Rpt # (if used): <input type="text"/> Date: <input type="text"/>		
Incident Commander(s) & Agency or Organization ?	Incident Management Organization ?	
<input type="text"/>	<input type="text"/>	
Current Incident Size or Area Involved ? (use unit label - e.g., "sq mi", "city block")	Percent (%) Contained/Completed ?	
<input type="text"/>	% <input type="radio"/> Contained <input type="radio"/> Completed	
Incident Definition ?	Incident Complexity Level ?	
<input type="text"/>	<input type="text"/>	
Incident Location Information ?		
State ?	County/Parish/Borough ?	City ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit or Other ?	Incident Jurisdiction ?	Incident Location Ownership (if different than jurisdiction) ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Longitude (indicate format) ?	Latitude (indicate format) ?	US National Grid Reference ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Description (township, section, range) ?		
<input type="text"/>		



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- **The following forms are filled out in a similar manner if required for IAP:**
 - **ICS CHECK-IN LIST (Equipment) (ICS 211e-OS)**
 - **CHECK-IN LIST (Personnel) (ICS 211p-OS)**
 - **OPERATIONAL PLANNING WORKSHEET (ICS 215)**
 - **INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)**
 - **AIR OPERATIONS SUMMARY (ICS 220)**
 - **DAILY MEETING SCHEDULE (ICS 230)**

Note, Forms should be filled out In accordance with organizational SOPs and requirements.



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- **Configure Branches and Divisions**
 - **Begin by selecting “Add Branch”**
 - **Add Branch Name**
 - **Add Branch Director Name**
 - **Add Director Contact #s**
 - **Add Branch Deputy Name**
 - **Click Save**
 - **Once a branch has been created, you will be able to add Groups or Divisions as needed.**
 - **Select “+Add Group/Division”**
 - **Fill out required information.**
 - **Group/Divisions can be duplicated.**

Note, Forms should be filled out in accordance with organizational SOPs and requirements.

+ Add Branch

Branch Setup

Branch Name:

Branch Director:

Director Contact Number(s):

Branch Deputy:

Cancel

Save

+ Add Group/Division

Branch Setup

Branch Name: Test

Branch Director: Doe

Branch Deputy: Smith

Division Setup

Division/Group Name:

Division/Group Leader:

Leader Contact Number(s):

Cancel

Save



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- **Create Template**

Publish Incident Action Plan
Review and Publish Incident Action Plan
Send To Template

Review and Publish
Send To Template

- **Once the IAP has been created, the user can send the IAP to a template to retain organizational charts, location data etc. which will be utilized in future IAPs. This will reduce the time necessary to produce subsequent IAPs.**

Return	PDF	Approve and Publish
------------------------	---------------------	-------------------------------------

- **Review the IAP**

- **Once input has been received from all required sections, the planning section will review the IAP and create a draft PDF version.**
- **Submit the draft PDF version to the appropriate approving authority for review.**
- **Once PDF has been reviewed, and changes made (if applicable), the IAP can be approved and published.**



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AAR / Corrective Actions Board

Reference:

SEOC SOP CMN-11 WebEOC After-Action Review and Corrective Actions



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- **The After Action Review and Corrective Action Board is a document that summarizes key information and observations related to the evaluation of the incident (Active, Training or Exercise). The Homeland Security Exercise and Evaluation Program (HSEEP) has defined a standard format for the development of an AAR. By using a consistent format, all statewide jurisdictions can ensure that the style and format of their observations are consistent. All incident responders should review their notes and documentation to identify the strengths and areas for improvement relevant to the participating organizations' ability to meet exercise objectives and demonstrate core capabilities. The After Action Review and Corrective Action Board is open and available from the beginning of the incident so that contributors can record observations when they occur, and so that supervisory staff can review comments during the incident.**
 - **1. Log in to WebEOC using previously defined common procedures and select Board 09 AAR / Corrective Action**



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AFTER ACTIONS AFTER ACTIONS (ALL INCIDENTS) IMPROVEMENT PLAN IMPROVEMENT PLAN (ALL INCIDENTS) DASHBOARD

 **After Action Reviews**
22-T ROAD TRIP 2015 - 2022

CREATE NEW + FILTER/SEARCH

36 TOTAL 33 PENDING 3 OPEN 0 CLOSED

ID	Observation	Recommendation	Priority	Status	Improvement Plan
----	-------------	----------------	----------	--------	------------------

AFTER ACTIONS

AFTER ACTIONS (ALL INCIDENTS)

IMPROVEMENT PLAN

IMPROVEMENT PLAN (ALL INCIDENTS)

- 2. Tab 1: After Actions- selecting this tab will allow you to create, view and edit observations for the currently selected incident
- 3. Tab 2: After Actions (All Incidents) – selecting this tab will allow you to create, view and edit observations for all active incidents in WebEOC
- 4. Tab 3: Improvement Plan - selecting this tab will allow you to create, view and edit improvement plans for the currently selected incident
- 5. Tab 4 Improvement Plan (All incidents) - selecting this tab will allow you to create, view and edit improvement plans for all active incidents in WebEOC.
- 6. Tab 5: Dashboard - selecting this tab will provide an info graphic based summary of after action observations, improvement plans and corresponding core capabilities.



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- 6. Tab 5: Dashboard - selecting this tab will provide an info graphic based summary of after action observations, improvement plans and corresponding core capabilities.





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Creating a New AAR Observation

- 1. Select “Create New +” from the After Actions tab.



CREATE NEW +

- 2. Block 1: Full Name -this field will be autocompleted from your login information. If you are submitting an observation from another participant, you can edit the field as needed.

* Full Name ?

Robin Masters

- 3. Block 2: Organization - this field will be autocompleted from your login information. If you are submitting an observation from another participant, you can edit the field as needed.

* Organization ?

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- 4. Block 3: Phone: this field will be autocompleted from your login information. If you are submitting an observation from another participant, or you wish to provide a different contact number, you can edit the field as needed.

* Phone ?


867-5309



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5. Block 4: Email: this field will be autocompleted from your login information. If you are submitting an observation from another participant, or you wish to provide a different contact email, you can edit the field as needed.

* Email 

6. Block 5: Priority: use this drop-down menu to set the priority of this observation. (Low, Medium, High)

Priority

7. Block 6: Observation – enter in a detailed description of your specific observations


* Observation 



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8. Block 7: Recommendation – enter in a detailed recommended improvement based upon the observations recorded in block 6.

Recommendation 

9. Click “Save” to submit the observation for further action.



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Creating an Improvement Plan

1. **Note: Not all positions in WebEOC have the ability to edit all portions of the improvement plan.**
2. **Select “Create New +” from the After Actions tab.**

CREATE NEW +

3. **Block 1: Full Name -this field will be autocompleted from your login information. If you are submitting an observation from another participant, you can edit the field as needed.**

* Full Name ?

Robin Masters

4. **Block 2: Organization - this field will be autocompleted from your login information. If you are submitting an observation from another participant, you can edit the field as needed.**

* Organization ?

Emergency Management Division

5. **Block 3: Phone: this field will be autocompleted from your login information. If you are submitting an observation from another participant, or you wish to provide a different contact number, you can edit the field as needed.**

* Phone ?

867-5309



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6. Block 4: Email: this field will be autocompleted from your login information. If you are submitting an observation from another participant, or you wish to provide a different contact email, you can edit the field as needed.

* Email ?

7. Block 5: Priority: use this drop-down menu to set the priority of this observation. (Low, Medium, High)

Priority

8. Block 6: Observation – enter in a detailed description of your specific observations

* Observation ?

9. Block 7: Recommendation – enter in a detailed recommended improvement based upon the observations recorded in block 6.

Recommendation ?



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10. Block 8: Include in Improvement Plan? -the observation can be included, or not included in the overall improvement plan, or the individual improvement recommendation can be marked as pending while a higher-level decision is being made

Include in Improvement Plan?

Included

11. Block 9: Status –the improvement recommendation can be given a status of Open, Close, Not Applicable, or can be marked as pending while a higher-level decision is being made.

Status

Open

12. Block 10: Core Capability – select the core capability which most closely represents the observation and recommendation.

Core Capability

Core Capability

13. Block 11: Capability Element –select the capability element which best reflects the recommendation (Planning, Training, Organization, Equipment, or Exercise),

Capability Element

Capability Element



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14. Block 12: Primary Responsible Organization –identify the organization which will be responsible for implementing the corrective action.

Primary Responsible Organization

15. Block 13: Organization POC Name – provide the name of the organization point of contact who will be implementing the corrective action.

Organization POC Name

16. Block 14: Organization POC Email –provide the email address for the point of contact listed in block 13.

Organization POC Email

17. Block 15: Start Date –enter the start date for when the corrective plan implementation beings

Start Date



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18. Block 16: Close Date –enter the date that the corrective plan implementation is completed.

Close Date

19. Block 17: Corrective Action -detail the corrective action steps being taken .

Corrective Action

20. Click “Save” to submit the observation for further action.



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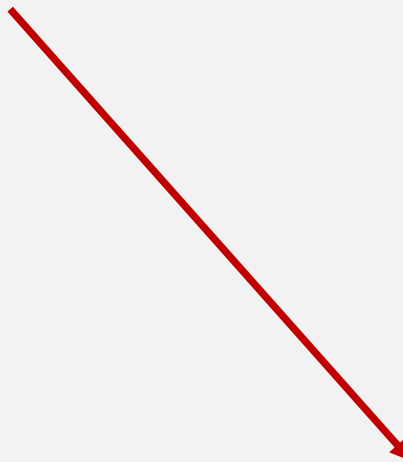
Advanced File Library and Statewide Shared Documents



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- The Advanced File Library is accessed from the menu under “Plugins”
- Select “Advanced File Library.”



▶ Daily Operations	
▶ Health and Medical (Logistics)	
▶ Infrastructure Menu Set 8	
▶ SEOC Boards Prior to 7/01/2022	
▼ Situational Awareness	
📄 S1 Statewide EOC Activation Status ↕	🔗
📄 S2 V9 Lifeline Board	🔗
📄 S3 ISNAP Board	🔗
S4 Weblinks Board	🔗
▼ State Agency Menus - Washington (Prior to 7/01)	
▶ Commerce	
▶ Department of Corrections	
▶ Enterprise Services (DES)	
▶ WSDOT EOC Menu	
▶ Tools Menu 3	
Tools	
Checklists	🔗
Messages	🔗
Plugins	
Advanced File Library	🔗
Chat	🔗
File Library	🔗
Links	
After Action Review Activation Report	🔗
After Action Review Exercise Report	🔗
After Action Review LEP Report	🔗
DES Resource Status Report	🔗
FEMA ICS Forms	🔗
IMT Resource Requests	🔗
Mission Tracker Add Actions Details Report	🔗
Resource PPE Daily Report	🔗



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- There are two tabs under “Advanced File Library” – “Shared” and “My Position”
- Start by selecting “My Position”

Advanced File Library

+ Add Folder

+ Add File

Shared

My Position

- To create a new folder, select “+ Add Folder”
- To upload a file, select “+Add File”
- You may also perform a “Tag Search”, or a “Filter Search” to find existing files.

+ Add Folder

+ Add File



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Add a folder

- Start by selecting “+ Add Folder”

+ Add Folder

- Enter the name of the folder

Name: *

- Enter a summary showing a short description of the folder contents

Summary:

- Enter in any tags that apply to the folder contents. (Examples: IAP, Local IAP, Proclamations, SITREP, SOPs, Press Release, Resource Request, ICS Forms, Contact Roster, CGS, Fire, Flood, Tsunami, Earthquake, Volcano, Health, Civil Disturbance, Exercise, Training, OPS, LOGS, PLANS, ADMIN)

Tags:

Type in a search term

- Click “Save” to create the folder.

Save



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Shared tab

- Start by selecting the “Shared” tab.

Advanced File Library

Shared My Position

Home

Tag Search:

1-5 of 5



Filter

Clear

Name ^	Summary	Tags
Folder (Edit)		Move Edit
Folder (Read Only)		
SOP's	Final SOPs - Version 05/31/2022	Move Edit
Version 9 Procedures		
Algeria Photo.jpg	Riot	Move Edit

- You can browse through the folder content, conduct a tag search, or a filter search.
- Note: Not all users will have the ability to Move or Edit Files in the Shared View of the Advanced File Library.



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Add a file

- Start by selecting “+ Add File”

+ Add File

- Enter the name of the file

Name: *

- Enter a summary showing a short description of the file contents

Summary:

- Enter in any tags that apply to the file.

Tags:

Type in a search term

- Browse to upload the file

File:

Browse

- Click “Save” to create the folder.

Save



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- The Statewide Shared Documents board is accessed through the board Menu by selecting board “08 V9 Statewide Shared Documents.
- The purpose of the board is to post Incident Action Plans, Situation Reports, Declarations, Proclamations, News Releases, Notification Forms, and Other. This board is shared by the counties, Federally Recognized Tribes, the colleges and universities, the state agencies, and the state. The images below are looking at the Edit List view, in which each entity will only be able to see, add, and edit their own records. Every time a document is added, another row will be added.

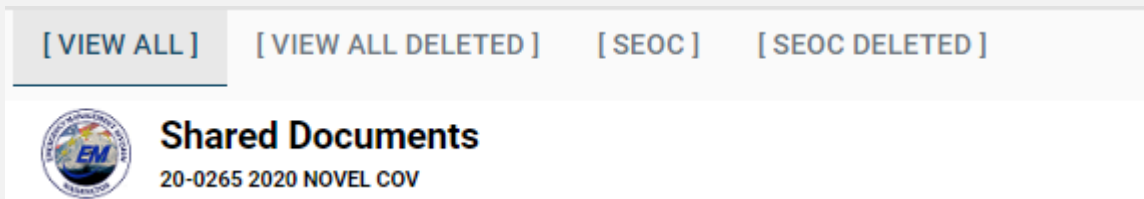
Boards	
01 V9 Sign In Out	
02 V9 Incident Creator Contacts	
03 V9 SEOC Significant Events	
04 WA-EOC Resource Tracker ⚡	
05-a Situation Report (Published)	
05-b Situation Report (Working)	
06-a V9 Activity Log	
06-b V9 Controller Review	
07-a Incident Action Plan (Working)	
07-c Incident Action Plan (Published)	
08 V9 Statewide Shared Documents	
09 Media Monitoring and Publications	
10 V9 AAR / Corrective Action	
Food Bank Staffing Efforts ⚡	
WSDOT Infrastructure ⚡	



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- The Statewide Shared Documents board has multiple views (View All, View All Deleted, Jurisdiction, Jurisdiction deleted).



- View All, you will view all records by incident.
- View All Deleted, you will view all deleted records by incident.
- Jurisdiction you will only see your own records, which you can add, edit, delete.
- Jurisdiction Deleted, deleted records are moved here.
- *Note in the views above “SEOC” and “SEOC DELETED” are shown, your own jurisdiction will be shown when logged in to your account.



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Step 1: From the Jurisdiction view, Click Attach Document +

[VIEW ALL] [VIEW ALL DELETED] [JURISDICTION] [JURISDICTION DELETED]



Shared Documents

21-T ROAD TRIP 2015 - 2021

ATTACH DOCUMENT +

FILTER/SEARCH

...

Date/Time	Jurisdiction	Posted By	Document Type	Document Name	Document	
01/11/2022 14:59:07	State	Debbie Bostwick (EMD)	Lifeline Update	Lifeline update	Incident#21-5133 LifelineUpdate-011022.pdf	...
01/11/2022 12:22:49	State	Debbie Bostwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf	...
05/06/2021 10:03:48	State	Debbie Bostwick (EMD)	News Releases	Integration FEMA ESF 15 and HHS ASPR Social Listening Report	Integration FEMA ESF 15 and HHS ASPR Social Listening Report.pdf	...
05/06/2021 09:41:37	State	Debbie Bostwick (EMD)	Notification Form	CNF # 17	CNF #17.pdf	...
05/06/2021 09:33:17	State	Debbie Bostwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf	...
05/06/2021 08:17:01	State	Debbie Bostwick (EMD)	Situation Report	Version 257	SEOC COVID19 SitRep 04-02-21-257.pdf	...
04/13/2021 11:00:10	State	Debbie Bostwick (EMD)	Situation Report	Version 256	Situation Report 256.pdf	...



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New Record
21-T-ROAD TRIP 2015 - 2021

Attachment

Step 2: Type Version name

Document Name: [] Published Date/Time: 01/11/2022 15:28:34

Step 3: Click Choose File to locate your document

Choose File | No file chosen

Step 4: Select Document Type

Document Type: [All Types]

- All Types
- Declaration
- Incident Action Plan
- Lifeline Update
- News Releases
- Notification Form
- Other
- Proclamation
- Situation Report

Posted By Position: WA-LOG-WebEOC Admin

CANCEL **SAVE**

Step 5: Click Save

After you save, the Input form will close and you will be back at the edit, list display. Every time you add a document another row of content is added.

Step 6: Click Filter/Search **FILTER/SEARCH** To open The Filter and Search Form.

FILTER SEARCH

Filter Criteria (Automatically Applied)

Document Type

Step 7: You can filter by document type

Incident Action Plan

- All Types
- All Types
- Declaration
- Incident Action Plan**
- Lifeline Update
- News Releases
- Notification Form
- Other
- Proclamation
- Situation Report

Step 8: Click Dismiss to close the form **DISMISS**



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The Document types comes up.

Date/Time ▾	Jurisdiction ▾	Posted By ▾	Document Type ▾	Document Name ▾	Document ▾
01/11/2022 12:22:49	State	Debbie Bostwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf ...
05/06/2021 09:33:17	State	Debbie Bostwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf ...

To clear the search, go back into Filter form and click All Types, click Dismiss.

Or you can do a free text search.

Filter and Search

FILTER SEARCH

Search Criteria

Free text search

Document Name, File Name, Type, Jurisdiction and Posted by.

Step 9: Type what you want to search by

Step 10: Click Apply

Step 11: Click Dismiss



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The form closes and the item that you search for comes up.

Date/Time ▾	Jurisdiction ▾	Posted By ▾	Document Type ▾	Document Name ▾	Document ▾
05/06/2021 10:03:48	State	Debbie Bostwick (EMD)	News Releases	Integration FEMA ESF 15 and HHS ASPR Social Listening Report	Integration FEMA ESF 15 and HHS ASPR Social Listening Report.pdf ...

To the right of the Filter/Search.

Step 13: Click Print PDF → **FILTER/SEARCH** ... → **Print Page** / **Export to PDF** → **Step 12: Click the three dots to open Print Page or Export to PDF**

Step 13: Click More Setting.

The print dialog box opens.

Print 1 sheet of paper

Destination: HP officeJet 250 Mob

Pages: All

Copies: 1

Color: Color

More settings ▾

Step 13: Click More Setting.



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Paper size Letter

Pages per sheet 1

Margins Default

Quality 600 dpi

Scale Default

Two-sided Print on both sides

Flip on long edge

Options Headers and footers

Background graphics

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

You can determine the paper size, how many pages per sheet, the margins, the quality of the print, how you want to scale the document, if you want to print 2 sided, and if you want the header, if you want to include the headers, footers, and background images.

Step 14: Click Print.



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FILTER/SEARCH



Step 15: Click the three dots.

Print Page

Export to PDF

Step 16: Click Export to PDF.

Step 17: Click The print ICON.

1 / 1



64%



Shared Documents

21-T ROAD TRIP 2015 - 2021

Date/Time	Jurisdiction	Posted By	Document Type	Document Name	Document
01/11/2022 14:59:07	State	Debbie Bootwick (EMD)	Lifeline Update	Lifeline update	Incident#21-5133 LifelineUpdate-011022.pdf
01/11/2022 12:22:49	State	Debbie Bootwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf
05/06/2021 10:02:48	State	Debbie Bootwick (EMD)	News Releases	Integration FEMA ESF 15 and HHS ASPR Social Listening Report	Integration FEMA ESF 15 and HHS ASPR Social Listening Report.pdf
05/06/2021 09:41:37	State	Debbie Bootwick (EMD)	Notification Form	CNF # 17	CNF #17.pdf
05/06/2021 09:33:17	State	Debbie Bootwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf
05/06/2021 08:17:01	State	Debbie Bootwick (EMD)	Situation Report	Version 257	SEOC COVID19 SitRep 04-02-21-257.pdf
04/13/2021 11:00:10	State	Debbie Bootwick (EMD)	Situation Report	Version 256	Situation Report 256.pdf



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The print dialog box opens, Save as PDF

Shared Documents
31-T 8040 TRP 2015 - 2021

Date/Time	Jurisdiction	Created By	Document Type	Document Name	Document
01/11/2022 14:59:07	State	Debbie Skowrick (EMC)	Library Update	Library update	Library Update 01/11/2022.pdf
01/11/2022 12:22:49	State	Debbie Skowrick (EMC)	Incident Action Plan	Version 14	AP #14 approved.pdf
10/01/2021 10:26:19	Spokane Regional Health District	Debbie Skowrick (EMC)	Situation Report	Version 206	Situation Report 206.pdf
09/23/2021 06:45:15	Benton: BPHD	Debbie Skowrick (EMC)	Situation Report	Version 1	CSR13.pdf
09/23/2021 10:49:10	Benton: BPHD	Debbie Skowrick (EMC)	Incident Action Plan	Version 14	AP #14 approved.pdf
09/23/2021 07:48:55	Benton: BPHD	Debbie Skowrick (EMC)	Incident Action Plan	Version 14	AP #14 approved.pdf
07/30/2021 10:09:38	DOC	Debbie Skowrick (EMC)	Incident Action Plan	Version 14	AP #14 approved.pdf
07/29/2021 11:05:25	Clark	Debbie Skowrick (EMC)	Incident Action Plan	version 14	AP #14 approved.pdf
05/04/2021 10:03:48	State	Debbie Skowrick (EMC)	News Release	Integration FEMA ISF 15 and HHS KAPR Social Listening Report	Integration FEMA ISF 15 and HHS KAPR Social Listening Report.pdf
05/04/2021 09:41:37	State	Debbie Skowrick (EMC)	Notification Form	CMF # 17	CMF #17.pdf
05/04/2021 09:32:17	State	Debbie Skowrick (EMC)	Incident Action Plan	Version 14	AP #14 approved.pdf
05/04/2021 08:17:01	State	Debbie Skowrick (EMC)	Situation Report	Version 257	EMC COVID-19 Situa 04/02/21 257.pdf
04/13/2021 11:00:10	State	Debbie Skowrick (EMC)	Situation Report	Version 206	Situation Report 206.pdf
03/25/2021 08:07:32	Walla Walla	Debbie Skowrick (EMC)	Incident Action Plan	Version 14	AP #14 approved.pdf
10/27/2020 10:57:20	WSDOT	Debbie Skowrick (EMC)	Incident Action Plan	version 14	AP #14 approved.pdf

Date/Time	Jurisdiction	Created By	Document Type	Document Name	Document
08/28/2020 11:50:08	Garfield	Debbie Skowrick (EMC)	All Types	Version 014	AP #14 approved.pdf
08/24/2020 13:54:15	Bellingham	Debbie Skowrick (EMC)	Incident Action Plan	Version 014	AP #14 approved.pdf
06/17/2020 14:28:15	Yakima Nation	Skowrick, Debbie (EMC)	All Types	test	20-0265 Social Con. Meeting 03/20 20 to 04/26/20.pdf
06/17/2020 14:26:36	Yakima Nation	Skowrick, Debbie (EMC)	All Types	test	AP #14 approved.pdf
06/17/2020 14:26:15	Tacoma	Skowrick, Debbie (EMC)	All Types	test	EMC COVID-19 Situa 03/20 20.pdf
06/17/2020 14:24:31	Lakewood	Skowrick, Debbie (EMC)	All Types	test	SeattleReport 6/18/2020.pdf
06/17/2020 14:23:38	Kellogg Tribe	Skowrick, Debbie (EMC)	All Types	Any	EMC COVID-19 Guide.pdf
06/17/2020 14:22:20	Chahalla Tribe	Skowrick, Debbie (EMC)	Other	test again	20-0265 Social Con. Meeting 03/20 20 to 04/26/20.pdf
06/17/2020 14:22:00	Steinbridge Island	Skowrick, Debbie (EMC)	Incident Action Plan	Test	AP #14 approved.pdf

Print 2 pages

Destination Save as PDF ▼

Pages All ▼

Pages per sheet 1 ▼

Save
Cancel



EMERGENCY MANAGEMENT DIVISION

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You can edit or delete each record by clicking the three dots within each record. When you delete a record, it moves to the Jurisdiction Deleted View.

Date/Time	Jurisdiction	Posted By	Document Type	Document Name	Document
01/11/2022 14:59:07	State	Debbie Bostwick (EMD)	Lifeline Update	Lifeline update	Incident#21-5133 LifelineUpdate-011022.pdf
01/11/2022 12:22:49	State	Debbie Bostwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf
05/06/2021 10:03:48	State	Debbie Bostwick (EMD)	News Releases	Integration FEMA ESF 15 and HHS ASPR Social Listening Report	Integration FEMA ESF 15 ar Social Listening Report.pdf
05/06/2021 09:41:37	State	Debbie Bostwick (EMD)	Notification Form	CNF # 17	CNF #17.pdf
05/06/2021 09:33:17	State	Debbie Bostwick (EMD)	Incident Action Plan	Version 14	IAP #14 approved.pdf
05/06/2021 08:17:01	State	Debbie Bostwick (EMD)	Situation Report	Version 257	SEOC COVID19 SitRep 04-02-21-257.pdf



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CGS Notification Forms

- **Note:** In a procedural change, all Columbia Generating Station (CGS) Notification Forms which were previously kept in a separate Notifications Board will now be posted to the Statewide Shared Documents Board and noted on the Significant events log. Please refer to the SEOC SOP OPS-17, OPS-18, OPS-19, OPS-20, and OPS-21 for individual notification form details.



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Questions?



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Future Planned Changes



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- The Resource Tracker board, and resource process is currently being updated and tested, once the board is ready for state-wide use, training will be provided.

[REQUESTS/MISSIONS](#)
[DEPLOYMENTS](#)
[FINANCE](#)
[TASK VIEW CONTROLLER](#)
[DASHBOARD](#)



Mission

22-T ROAD TRIP 2015 - 2022

CREATE NEW +

FILTER/SEARCH

69 TOTAL REQUESTS
14 UNASSIGNED
41 PENDING
2 DECLINED
4 ASSIGNED
3 ACCEPTED
1 ORDER IN PROCESS
1 IN TRANSIT
0 ON SCENE
1 COMPLETED
1 CANCELED
1 DRAFT

Tracking #	Incident	Request From	Resource(s) Requested	Worked By	Tasks Completed	Assigned To	Priority	Date/Time of Event	Status	Last Updated
2206-0003	22-T Resource Tracker Testing	City Puyallup (PUY)	Flood Mitigation Supplies	State	0 of 0		INCIDENT STABILIZATION	06/21/2022 12:00:00	UNASSIGNED	06/21/2022 11:29:23
2206-0002	22-T Resource Tracker Testing	County Lewis	Test as Lewis County	County	0 of 0	Pending Assignment	INCIDENT STABILIZATION	06/16/2022 12:00:00	PENDING	06/07/2022 14:31:37
2206-0001	22-T Resource Tracker Testing	County Clallam	Test Mission Starting From Clallam County	County	1 of 3	Pending Assignment	INCIDENT STABILIZATION	06/28/2022 12:00:00	PENDING	06/07/2022 11:27:05
2206-0001	22-T Road Trip 2015 - 2022	City Bainbridge Island (BNB)	Test	County	0 of 1	Pending Assignment	INCIDENT STABILIZATION	06/07/2022 12:00:00	PENDING	06/07/2022 08:50:06



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Closing Remarks



Additional Questions?

Debbie Bostwick

WebEOC Program Manager

Debbie.Bostwick@mil.wa.gov

-OR-

Log on to WebEOC, scroll down under Plugins, in the Advanced File Library are the Version 9 Procedures.