

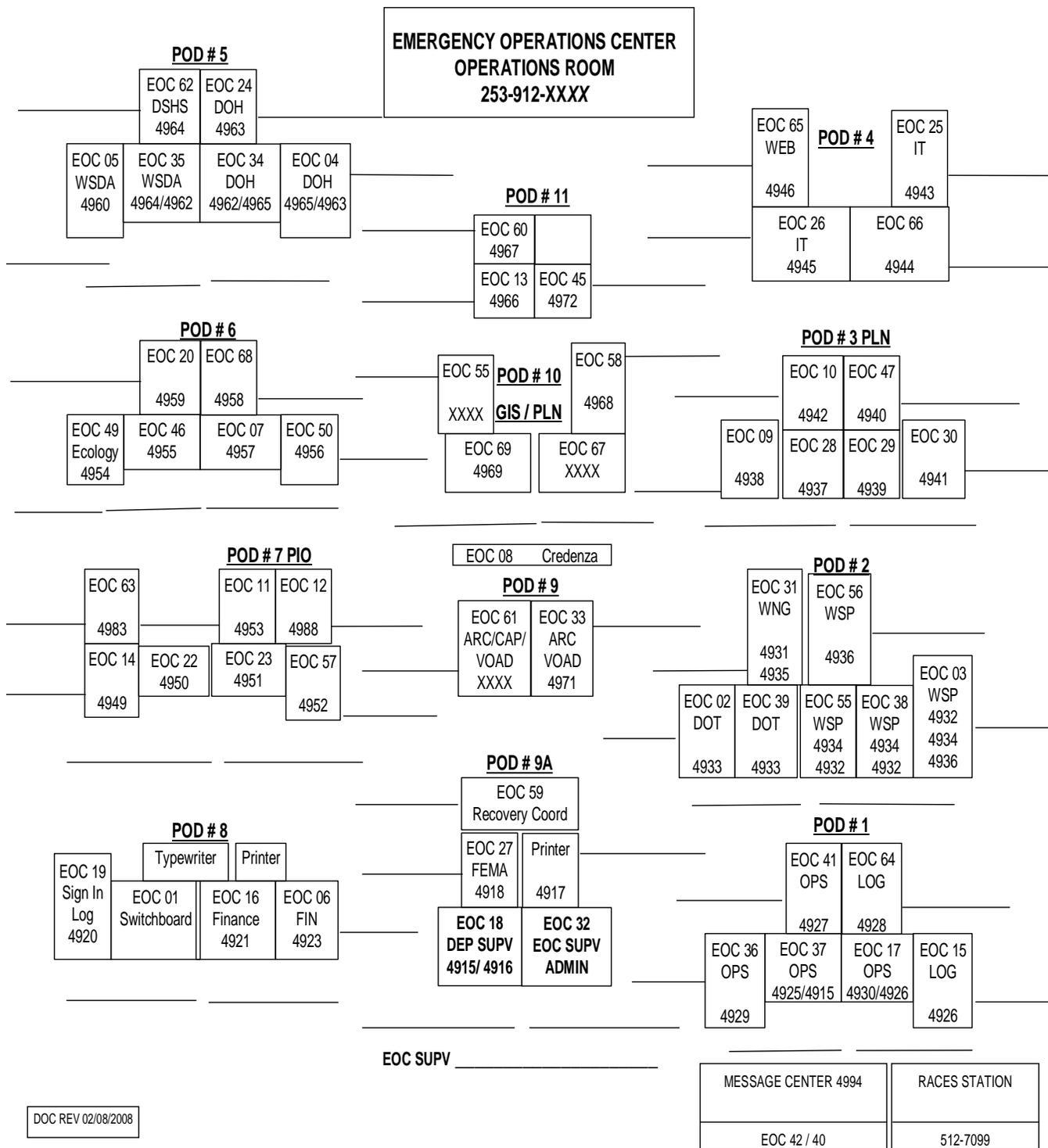
ACRONYMS

AA	Administrative Assistant	CTED	Department of Community, Trade and Economic Development
AG	Attorney General	(US) DA	Department of Agriculture
ACCESS	A Centralized Computerized Enforcement Service System	DAC	Disaster Application Center/Disaster Assistance Council
APCO	Associated Public Safety Communications Officer, Inc.	DAP	Disaster Assistance Program
ARC	American Red Cross	DECON	Decontamination
ARES	Amateur Radio Emergency Services	DEM	Department of Emergency Management (local)
ARF	Action Request Form	DES	Department of Emergency Services (local)
ARM	Aerial Radiological Monitor	DIS	Department of Information Services
ARRL	Amateur Radio Relay League	DM	Disaster Manager
ATC	Applied Technology Council	DNR	Department of Natural Resources
A&WC	Alert and Warning Center	DOA	Department of Agriculture
BC/PEP	British Columbia/Provincial Emergency Planning	DOC	Department of Corrections
CAP	Civil Air Patrol	DOE	Department of Ecology
CD	Compact Disk	DOE-RL	(US) DOE Department of Energy - Richland
CDC	Center for Disease Control	DOH	Department of Health
CEM	Certified Emergency Manager	DOT	Department of Transportation
CEMNE T	Comprehensive Emergency Management Network	DRC	Disaster Recovery Center
CEMP	Comprehensive Emergency Management Plan	DSCA	Defense Support to Civil Authorities
CENTRE X	Central Exchange	DSHS	Department of Social Health Services
CGS	Columbia Generating Station	EAS	Emergency Alert System
COE	Corps of Engineers	EAP	Emergency Action Plan
COG	Continuity of Government	ECA	Exposure Control Area
COOP	Continuity of Operations	ECL	Emergency Classification Level
COMMO	Communications	EENET	Emergency Educational Network
CPG	Civil Preparedness Guide	EFSEC	Energy Facility Site Evaluation Council
CPM	Counts Per Minute	EIS	Environmental Impact Statement
CSDP	Chemical Stockpile Disposal Program	EMA	Emergency Management Assistance
CSEPP	Chemical Stockpile Emergency Preparedness Program	EMAC	Emergency Management Assistance Compact

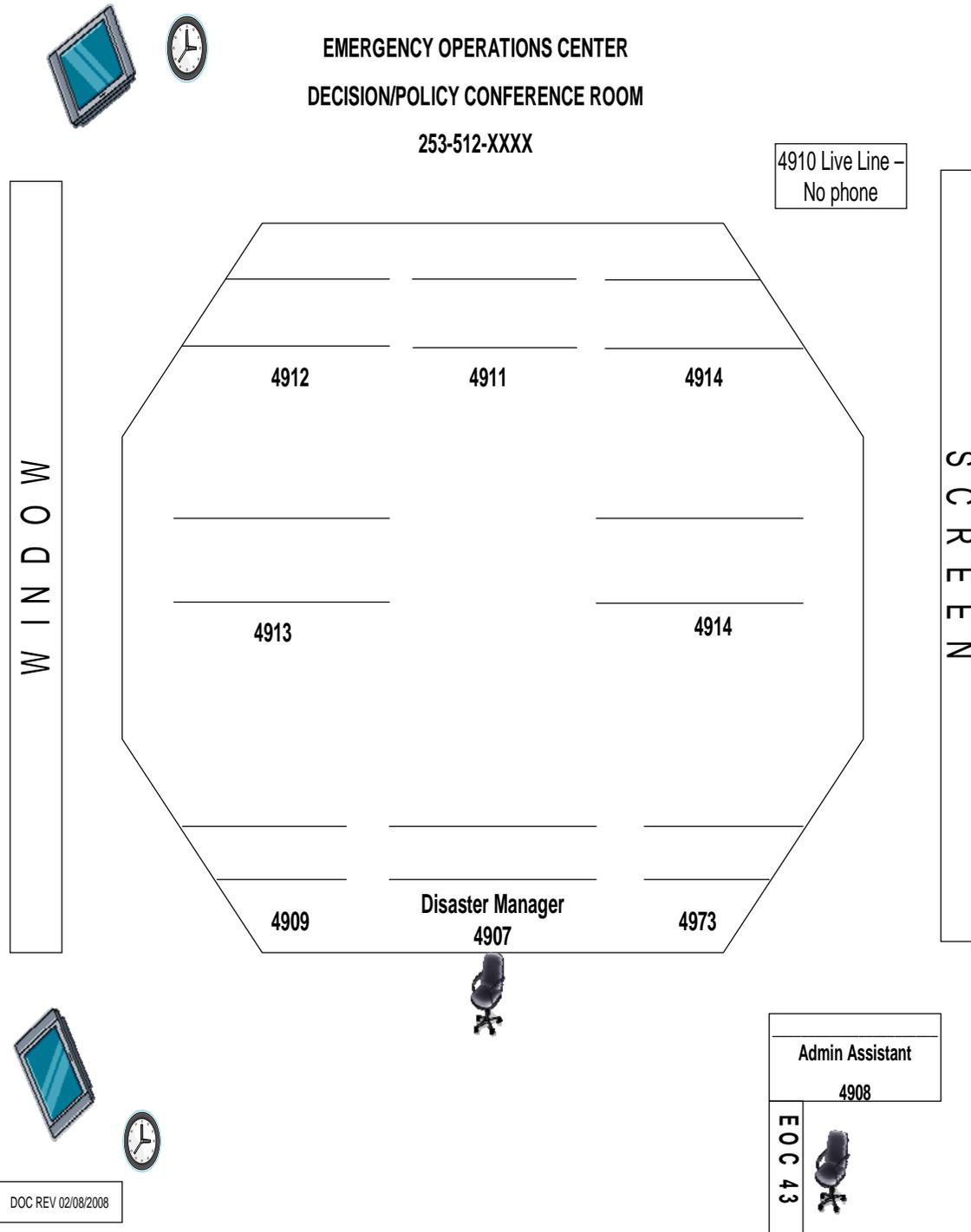
EMC	Emergency Management Council	GA	Department of General Administration
EMI	Emergency Management Institute	GAR	Governor's Authorized Representative
EMT	Emergency Medical Technician	GE	General Emergency
EMD	Emergency Management Division	HAZMAT	Hazardous Materials
EMP	Emergency Management Program/Electromagnetic Pulse	HEAR	Hospital Emergency Administrative Radio
EOC	Emergency Operations Center	HF	High Frequency
EOCAP	EOC Action Plan	HLS	Homeland Security
EOF	Emergency Operations Facility	HMAC	Hazardous Materials Advisory Committee
EOP	Emergency Operations Plan	HMPC	Hazardous Material Planning Committee
EPA	Environmental Protection Agency	HP	Health Physicist
EPIO	Emergency Public Information Officer	HS	Human Services
EPZ	Emergency Planning Zone	HSAS	Homeland Security Advisory System
ERT-A	Emergency Response Team - Advanced	HVA	Hazard Vulnerability Analysis
ERT-N	Emergency Response Team - National	IA	Individual Assistance
ESD	Employment Security Department	ICMA	International City Managers' Association
ESF	Emergency Support Function	ICS	Incident Command System
ETA	Estimated Time Of Arrival	ICP	Incident Command Post
FAA	Federal Aviation Administration	IEMS	Integrated Emergency Management System
FCC	Federal Communications Commission	IFG	Individual and Family Grant
FCO	Federal Coordinating Officer	IMA	Individual Mobilization Augmentee
FDA	Food and Drug Administration	IMS	Incident Management System
FEMA	Federal Emergency Management Agency	INS	Office of Insurance Commissioner
FFTF	Fast Flux Test Facility	IRZ	Immediate Response Zone
FIRECOM	State-wide use Common Fire Channel	JFO	Joint Field Office
FNARS	FEMA National Radio System	JIC	Joint Information Center
FNAMS	FEMA National Message System	JOC	Joint Operations Center
FNAVS	FEMA National Voice System	KI	Potassium Iodide (Thyroid Blocking Agent)
FNF	Fixed Nuclear Facility	L & I	Labor & Industries
FRERP	Federal Radiological Emergency Response Plan	LEPC	Local Emergency Planning Committee
FRMAP	Federal Radiological Monitoring and Assessment Plan	LERN	Law Enforcement Radio Net

LETS	Law Enforcement Teletype System	NPSPAC	National Public Safety Planning Advisory Committee
LNO	Liaison Officer	NRC	National Response Center
LOCA	Loss of Coolant Accident	NRC	Nuclear Regulatory Commission
MACC	Multi-Agency Coordination Center	NRF	National Response Framework
MACG	Multi-Agency Coordinating Group	NSDD	National Security Decision Directive
MEDNET	Medical Emergency Delivery System	NTSB	National Transportation Safety Board
MOA	Memorandum of Agreement	NUDET	Nuclear Detonation
MOU	Memorandum of Understanding	NUREG	Nuclear Regulation
MRR	Mitigation, Response and Recovery Unit	NWS	National Weather Service
MSDS	Material Safety Data Sheet	OSC	On Scene Commander
MSH	Mount St. Helens	OSCCR	On Scene Command and Coordination Radio
MUDAC	Meteorology and Unified Dose Assessment Center	OFM	Office of Financial Management
NCOIC	Non-Commissioned Officer In Charge	OIC	Officer In Charge
NEHRP	National Earthquake Hazard Reduction Program	OPS	Operations Section
NEIC	National Earthquake Information Center	PA	Public Assistance
NEMA	National Emergency Management Association (state directors)	PAD	Protective Action Decision
NENA	National Emergency Number Association (911)	PAG	Protective Action Guide
NETC	National Emergency Training Center	PAR	Protective Action Recommendation (FNF)
NFIP	National Flood Insurance Program	PAR	Personnel Action Request
NIMS	National Incident Management System	PAZ	Protective Action Zone
NGA	National Governor's Association	PDS	Professional Development Series
NHRAIC	Natural Hazard Research and Applications Information Center	PET	Planning, Exercise and Training Unit
NLEEC	National Law Enforcement Emergency Channel	PF	Protection Factor
NOAA	National Oceanic Administrative Agency	PFO	Principle Federal Official
NOC	National Operations Center	PGE	Portland General Electric
NORAD	North American Aerospace Defense	PIO	Public Information Officer
NOUE	Notice of Unusual Event	POC	Point Of Contact
		PPP	Population Protection Planning
		PRER	Peacetime Radiological Emergency Response
		PROG	Programs Unit
		R	Roentgen
		RAC	Regional Assistance Committee

RACES	Radio Amateur Civil Emergency Services	SPI	Superintendent of Public Instruction
RADEF	Radiological Defense	SSC	Seismic Safety Commission
RAG	Radiological Assessment Group	STARC	State Area Command (National Guard Headquarters)
RCW	Revised Code of Washington	STAEN	State Agency Emergency Network
RDO	Radiological Defense Officer	TAG	The Adjutant General
REAC/TS	Radiation Emergency Assistance Center/Training Site	TD	Training Document
REM	Radiation Equivalent Man	TLD	Thermo luminescent Dosimeter
REP	Radiological Emergency Preparedness	TM	Technical Memorandum
RFA	Request for Assistance	T3	Title 3 (SARA)
RFO	Recovery Field Office	UBC	Uniform Building Code
RI	Radiological Instrument	UDAC	Unified Dose Assessment Center
RIM&C	Radiological Instrumentation Maintenance and Calibration	UHF	Ultra High Frequency
RM	Radiological Monitor	USAR	Urban Search and Rescue
RRCC	Regional Response Coordination Center	USCG	United States Coast Guard
RRT	Radiological Defense Response Team	USDA	United States Department of Agriculture
RX	Reactor	UTC	Utilities & Transportation Commission
SAE	Site Area Emergency	WAC	Washington Administrative Code
SAL	State Agency Liaison	WANG	Washington Air National Guard
SAR	Search and Rescue	WMD	Washington Military Department
SARA	Superfund Amendment and Reauthorization Act	WNG	Washington National Guard
SBA	Small Business Administration	WNP-2	Washington Nuclear Project Number 2
SCAN	State Controlled Area Network	WSEMA	Washington State Emergency Management Association
SCM	Survivable Crisis Management	WSEO	Washington State Energy Office
SCO	State Coordinating Officer	WSP	Washington State Patrol
SECURE	State Emergency Communications		
SEOO	State Emergency Operations Officer		
SERC	State Emergency Response Commission		
SITREP	Situation Report		
SM	Student Manual		
SOP	Standard Operating Procedure		



EOC FLOOR ARRANGEMENT AND TELEPHONE EXTENSIONS



DECISION/POLICY ROOM ARRANGEMENT AND TELEPHONE EXTENSIONS

USING WEBEOC

GENERAL

During activations of the State Emergency Operations Center (EOC) all personnel assigned to work in the center will use WebEOC for the capturing and sharing of information relating to the incident. Designed to make information universally available to authorized users everywhere, WebEOC affords agencies and jurisdictions at all levels of government the ability to link to a wide assortment of different systems and can be used during the planning, mitigation, response and recovery phases of any emergency.

Creating an incident in WebEOC (For EOC Supervisor or IT Staff Only)

1. Double Click the WebEOC icon located on your desk top



2. At the WebEOC Login screen, select:
 - a. Under Jurisdiction, click the down arrow and select “_WEMD as your jurisdiction”.
 - b. Under User, look at the WebEOC Username card attached to your PC monitor and enter the appropriate Username.
 - c. Enter _____ as your password.
 - d. Under Incident, click the down arrow and select “Setup” as your incident.
 - e. Click Log In.

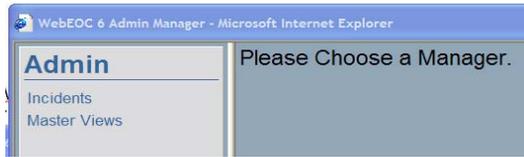
 The image shows the WebEOC 6 Login screen. It has a title bar that says 'WebEOC 6 Login:' and the ESI logo. The form includes:

- Jurisdiction: A dropdown menu with '_WEMD' selected.
- User: A list box containing several usernames, with '09-32-EMD-EOC Supervisor' selected.
- Password: A text box with masked characters (dots).
- Incident: A dropdown menu with 'Setup' selected.
- A 'Log In' button at the bottom right.

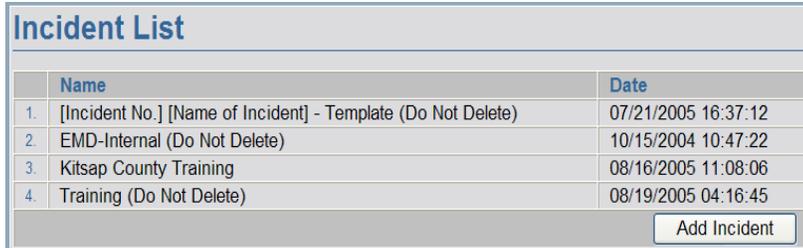
3. On the WebEOC Control Panel, click the Admin button in the upper left hand corner of the control.



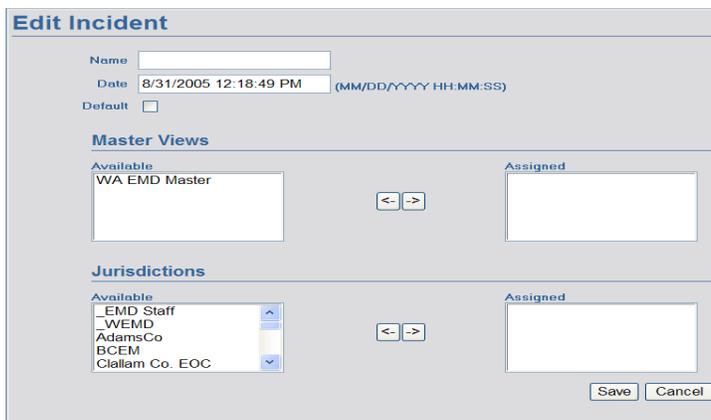
4. On the Admin Manager screen, click “incidents”.



5. On the Incidents List screen, click the “Add Incident” button.



6. On the Edit Incident screen, type the name of the incident (ie: 05-1926, Mud Mountain Fire)
 - a. Enter the date and time
 - b. In the Available box for Master Views, highlight WA EMD Master and click the > arrow button to enter WA EMD Master into the Assigned box.
 - c. In the Available box for Jurisdictions, highlight all jurisdictions that have a need to view our logs the click the > arrow button to enter them into the Assigned box.
 - d. Click Save and close the Edit Incident screen.



7. On the Control Panel, click “Log Off”.
8. Re log on to WebEOC.
9. Repeat steps 1, 2a, 2b, 2c above.

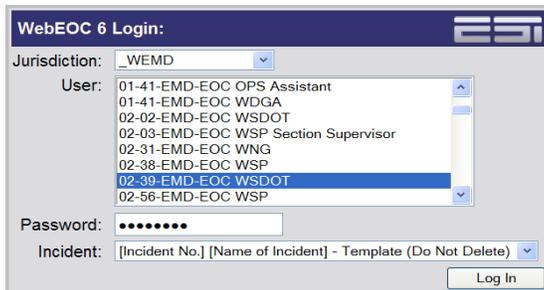
10. Under Incident, select the incident you have created.

Logging in to WebEOC (All positions)

1. Double click the WebEOC icon located on your desk top.



2. At the WebEOC Login screen, select:
 - a. _WEMD as your jurisdiction.
 - b. Under User, look at the WebEOC Username card attached to your PC monitor and enter the appropriate Username.
 - c. Enter the password (obtain from the EOC Supervisor).
 - d. Under Incident, select the incident title designated for the event (obtain from EOC Supervisor).
 - e. Click Log In.



3. Access the below message boards, logs and additional features on the WebEOC Control Panel:



4. **Accessing your log.**

On the WebEOC Control Box, click the corresponding box next to the Activity Log for your particular position. Click the large box to make a log entry and the small box to view your entire log.



5. **Making log entries.** Under the Event Type, click the down arrow and select the appropriate event type for your entry (HAZMAT, Radiological, Fire, etc.) Fill in the date, time and location and complete your log entry in the field provided, then click "Save". Your entry will be placed into your individual running log.

New Record

Save Cancel Update

Data Links

New Data Link

WSDOT Activity Log

Event Type:

Date: (Enter Date in this format: MM/DD/YY)

Time: (Enter Time in this format: HH:MM)

Location:

Description:

Note: individual position logs are for routine entries such as changes in position staffing, the request, coordination and delivery of resources and other routine entry items. For entries involving significant events, see paragraph six.

6. **Placing events into the Significant Events Log.** Events of a significant nature will be placed into the Significant Events Log. The decision to place an entry of significance into the Significant Events Log will be made by the Section Chief/ESF Branch Chief. If supervisor's and chief's are unsure whether an event should be included in the Significant Events Log, first consult the EOC Supervisor. Examples of significant events are:
 - a. Dates and times local emergency declarations and Governor's proclamations were signed.
 - b. Dates and times State Fire Resource Mobilizations and Federal Fire Management Assistance Requests were approved.
 - c. Dates and times State and local EOC's were activated, declared operational.
 - d. Dates and times of classification level changes at CGS, DOE and CSEPP.

7. These instructions are indented to provide the user with a basic understanding of how to create an incident and make log entries. Additional updated instructions can be found in the position task books.