WEBEOC END-USER TRAINING
FOR ESFs

August 31, 2015
From your web browser, please type in https://webeoc.ri.gov/eoc7/

WebEOC 7.6 Login

All users must use the State of Rhode Island computer resources responsibly, professionally, ethically lawfully and consistent with policies adopted by the State of Rhode Island. The Department of Administration and the Division of Information Technology have established policies that specifically govern the use of the State’s computer resources. These policies are posted at http://www.doit.ri.gov/policy/ and must be reviewed by each user before he/she uses these computer resources.

By using the computer resources, the user represents that he/she has read the policies, understands them and agrees to comply with the terms, requirements and conditions of the policies. Violations of these policies will be taken seriously and may result in disciplinary action, including, but not limited to, termination and/or civil and criminal liability. Computer resources may be monitored to ensure usage is authorized and consistent with all applicable policies.

Accept
Enter User Name and Password

*User names and passwords are case sensitive*
• **Position** – If you are the representative for your ESF within the SEOC, please choose the **SEOC ESF Group Supervisor** Position. Otherwise, please choose the Agency in which you represent.

• **Incident** – Preparedness Conference 2015.
• **Name** – Type in your **full name**.
• **Phone Number** – Direct number where someone can immediately contact you with questions.
YOUR CONTROL PANEL

A Board name turns red to indicate new information has been posted to the board.

For your WebEOC Administrator only.

The red icon indicates that you currently have that board open. Clicking the red x will close the board.

The grey icon indicates that the user has view-only access.
EDITING YOUR POSITION AND INCIDENT

• From *Control Panel*, select **Position** link to switch between Positions attached to your User Name. Select **Incident** to switch between Incidents.
**Adding a New Entry to Your Activity Log**

- From the Control Panel, select **Activity Log**
- Click the New Record button on the top right of the window
Activity Log (ICS-214)

Incident: WebEOC End-User Training

Details

- Date/Time: 8/13/2014 11:09:31
- Event Type: [Choose Event Type]
- Priority:
- Map Label:
- Address/Location: [Get Address, Map It]
- Lat/Long: 
- Attachment 1: [Browse…]
- Attachment 2: [Browse…]
- Details:

Options:
- Route to Operations Section Log
- Post to Statewide Significant Events

Save | Cancel | Spell Check
**Activity Log (ICS-214)**

**Incident: WebEOC End-User Training**

<table>
<thead>
<tr>
<th>Priority: Show All</th>
<th>Search:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Record #: 423</th>
<th>Event Type: Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: ESF-12 Energy Group Supervisor</td>
<td></td>
</tr>
<tr>
<td>Name: Jenna Carrabis</td>
<td></td>
</tr>
<tr>
<td>Phone: 462.7528</td>
<td></td>
</tr>
<tr>
<td>Date: 08/13/2014 11:11:51</td>
<td></td>
</tr>
</tbody>
</table>

**Test Post**

**ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 8/13/2014**

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

Objects:
- Priority
- Notification
- Operations
- Section Log
- Not Submitted
- State Significant Events

[Update Record]
UPDATING AN EXISTING ENTRY IN YOUR ACTIVITY LOG
Activity Log (ICS-214)

Incident: WebEOC End-User Training

Details

Date/Time: 08/13/2014 11:11:51
Event Type: Notification
Priority: Notification
Map Label:
Address/Location: Get Address
Lat/Long:
Attachment 1: Browse...
Attachment 2: Browse...
Details: Updated Post

Record History

Test Post
ESF-12 Energy Group Supervisor - Jenna Carrabis at 11:11:51 on 08/13/2014
The **Position Log** button allows you to view all posts submitted by anyone logged in under your **Position**.
The **ESF Log** button allows you to view posts submitted by anyone logged in within your **ESF Group**.
The *State Significant Events* board is used to post all critical information regarding an Incident. All users who are logged into the Incident can view and submit entries to this board.
### Activity Log (ICS-214)

**Incident:** WebEOC End-User Training

<table>
<thead>
<tr>
<th>Record #</th>
<th>426</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type</td>
<td>Notification</td>
</tr>
<tr>
<td>Position</td>
<td>SEOC Operations Action Tracking</td>
</tr>
<tr>
<td>Name</td>
<td>Jenna Carrabis</td>
</tr>
<tr>
<td>Phone</td>
<td>462.7528</td>
</tr>
<tr>
<td>Date</td>
<td>08/13/2014 11:32:54</td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
</tr>
<tr>
<td>Map</td>
<td></td>
</tr>
</tbody>
</table>

**Record Details:**
- The State Emergency Operations Center will activate to a Level 4 Monitoring status as of 1600 today. It will be staffed with the following Positions and ESFs:
  - SEOC Operations Section Chief
  - SEOC Operations Deputy Section Chief
  - SEOC Operations Action Tracking
  - ESFs 1, 2, 3, 6, 8, 13, 15
  - SEOC Operations Action Tracking - Jenna Carrabis at 11:32:54 on 8/13/2014

**Examples of a Significant Event:**
- Infrastructure Failure
- Shelter Status
- Evacuation
- Situational Awareness
- Current Conditions
CONTACTS

- The WebEOC Contacts database is updated and populated by the USERS and is **not managed by the SEOC Operations group**.
- Information updated by clicking name hyperlink.
Messages

- Internal messaging system only. Messages will only be received if the recipient is currently logged into that particular Incident.
- No mission assignments or resource requests should be conveyed via the Messages tool.
• Messages can be sent in 3 ways:
  – To a particular User(s)
  – By Group(s)
  – By Position(s)
QUESTIONS?

State of Rhode Island WebEOC Administrator
Jenna Carrabiss – RIEMA

jenna.carrabiss@ema.ri.gov
(W) 401.462.7528
(C) 401.952.7581