WEBEOC END-USER TRAINING
FOR LOCALS

August 31, 2015
LOGGING IN TO WebEOC

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 your User Name and Password.

*User names and passwords are case sensitive*
• **Position** – Choose from your town or city’s EMA, Fire Dept./District, Police Dept. or Public Works Agency.

• **Incident** – Preparedness Conference 2015.
• **Name** – Type in your **FULL NAME**.

• **Phone Number** – Must be a 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 grey icon indicates that the user has view-only access.

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

[Diagram of WebEOC 7.5 interface with labels for User Name, Position, Incident Name, and Board options such as Municipal Status, Local Situation Status, Resource Requests, Shelter Status, State Significant Events, Tools, Admin, Contacts, Messages, Plugins, NWS Weather Alerts, and WebEOC Mapper.]
EDITING YOUR POSITION AND INCIDENT

• From your *Control Panel*, select the **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 your *Control Panel*, select **Activity Log**

  ![Activity Log Screenshot]

- Click the **New Record** button on the top right of the window
**UPDATING AN EXISTING ENTRY IN YOUR ACTIVITY LOG**

### Activity Log (ICS-214)

**Incident: Testing Incident**

<table>
<thead>
<tr>
<th>Record #:</th>
<th>250</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type:</td>
<td>Notification</td>
</tr>
<tr>
<td>Position:</td>
<td>Middletown Police Dept.</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>04/01/2014 10:34:24</td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Address/Location:</td>
<td></td>
</tr>
</tbody>
</table>

**Middle PD Test Post**
Middletown Police Dept. - Jenna Carrabis at 10:34:24 on 4/1/2014

This information is not for public disclosure and is intended for authorized WebEOC users only.
## Activity Log (ICS-214)

**Incident:** Testing incident

### Details

<table>
<thead>
<tr>
<th>Date/Time:</th>
<th>04/01/2014 10:34:24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type:</td>
<td>Notification</td>
</tr>
<tr>
<td>Priority:</td>
<td>Notification</td>
</tr>
<tr>
<td>Map Label:</td>
<td></td>
</tr>
<tr>
<td>Address/Location:</td>
<td></td>
</tr>
<tr>
<td>Lat/Long:</td>
<td></td>
</tr>
<tr>
<td>Attachment 1:</td>
<td></td>
</tr>
<tr>
<td>Attachment 2:</td>
<td></td>
</tr>
<tr>
<td>Details:</td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Post to Local Situation Status
- [ ] Post to Statewide Significant Events Board

### Record History

Middle PD Test Post  
Middletown Police Dept. - Jenna Carrabis at 10:34:24 on 4/1/2014

[Delete Record] [Save] [Cancel] [Spell Check]
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.
### State Significant Events

**Incident: 02/27/2014 Process Validation**

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 14:16:03 on 4/1/2014

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### Examples of a Significant Event:

- Infrastructure Failure
- Shelter Status
- Evacuation
- Situational Awareness
- Current Conditions
The Shelter Status board allows users to view shelter names, statuses, community location, capacity and current occupancy status.

- Updated and populated via the Red Cross and SEOC ESF 6 Positions.
If you wish to see additional information about a particular shelter, select the **Details** button at the end of the shelter row.
The *Municipal Status* board allows for community and state situational awareness of local infrastructure, as well as local EOC status.
This information should be filled out and updated from ONE source within the community’s EOC.

Designee should update this information as soon as they log into WebEOC to ensure information is up-to-date and reflects the activities occurring in each operational period.
**SECTION 1: EOC Location**
This should be the EXACT location of your EOC. After completely filling out your EOCs address, hit the Get Address button, then choose the address from the drop down menu and the Lat/Long field will auto-populate.

**SECTION 3: Government Office Status**
The information in this section should be a simple status RE: whether local government officers are Open or Closed with dates and times of closing and/or reopening.

**SECTION 5: Declarations**
The information in this section should be updated as soon as your local community has a written declared state of emergency. This will help the priority of resources if needed and/or requested. From the drop down choose Yes or No.

**SECTION 2: Contact Information**
The information in this section should be for the contact person within your local EOC to answer any questions from the SEOC or other local EOCs if needed.

**SECTION 4: EOC Status**
The information in this section should be updated as soon as you log into WebEOC® and needs to be updated according to the incident and operational periods. Please state whether your EOC is Open or Closed and its current Activation Level (Closed, Monitoring, Partial or Full). Your information will be included in the overall SEOC Executive Brief given to the Policy Group.

**SECTION 6: Current Situation**
The information in this section should be updated consistently throughout the Incident and/or when changes occur within your community during the operational period. This section is a quick snap shot of your community; combined with the other EOCs, this will give the SEOC Operations Section a Common Operating Picture of the entire state and is displayed on the SEOC Municipal Status Board.

*Any item of a Status other than “Normal” should include a Comment with as much detail as possible.*
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

- *Messages* is an **internal messaging system only**. Any sent 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?

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