

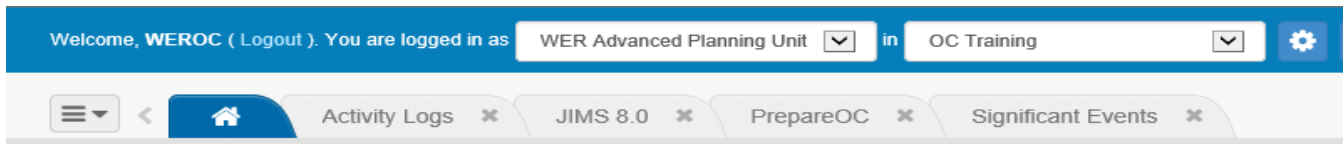
WebEOC 8.3 Quick Guide

This document provides a brief overview of the main components of WebEOC, focusing on situational status updates. For operating procedures and detailed information refer to the *WebEOC/JIMS 8.1 User Guide*, *WebEOC Resource Manager User Guide*, or supplemental *Quick-Guides*.

DO NOT USE – Web Brower’s Back Arrow or Refresh Arrow, or the Enter key. These actions will automatically kick you out of WebEOC. If kicked out, simply log back in.

Login

1. Go to WebEOC website: <https://webeoc.ocsd.org>
2. Enter the following username and password:
Username: _____ Password: _____
3. Choose the appropriate options from the Position list and Login Incident
(**Only choose OC Emergency if you are logging in for a real emergency**).
4. Enter “Additional Login Information” as requested.



WebEOC Tabs

WebEOC 8.1 utilizes tabs at the top of your screen. A summary of those tabs are as follows:

- **Home Screen** – The Home screen will indicate if you have any Notifications within the System.
- **Prepare OC** – Is a central point to share plans, calendars, points of contacts and other tools between agencies.
- **Activity Log** – Maintains a historical log of all the activities, decisions, and information related to an entire incident per position. Logs can be shared internally with EOC staff, as well as externally with WEROC, other jurisdictions and the Operational Area (OA) EOC by clicking the *Post to Significant Events* box at the bottom of this screen.
- **Significant Events** – Displays activity logs that have been selected as “Significant Events” by all jurisdictions. To add an entry to the *Significant Events Board* go to the Significant Events Board and follow above instructions.
- **JIMS 8.0**– Manages all incident status updates through 4 basic screens: Activations List, Initial Damage Estimate List, Status Updates and Resource Manager.
 - **Flashing Red** – A flashing red box around the agency name indicates that there is updated information.

JIMS 8.0 Screens Overview

The Jurisdiction Information Management System (JIMS) has multiple summary screens to show various types of information. Each screen allows users to add, view, filter, sort, or update.

1. **Activations (JIMS 8.0 Home Page)** – View EOC activation status and information for all jurisdictions.
 - a. **Initiate Activation**– (Green Button in Upper Right Corner) Enter initial activation information for the user’s City/District.
 - b. **Updating Activation Detail** – To update status, to the right of agency name click “Edit” button. *Should be updated at least every 12 hours or anytime Staff changes.*
2. **Initial Damage** – Provide the OA with an estimate of damage and response costs your agency has accrued in response to the incident. Provide estimates of costs as soon as initial information becomes available, do not wait to try and collect “all the information.” Update estimates regularly as more information is collected. Update by clicking on “Initial Damage” button to the right of jurisdiction’s name.
3. **Status Updates** - View or update summary status updates for the user’s agency (all status updates are listed and described in the following section).

Initial Damage Estimate List

The Initial Damage Estimate List is a summary page of all jurisdictions Initial Damage Estimates and provides a total of damages for the entire Operational Area.

Status Update Descriptions

The Status Updates screen is a multipurpose screen that provides the speed and convenience of one screen for many forms. All status updates will be shared with all users but can be updated or changed only by the originating agency.

Each Status Area must be noted as being impacted within your agency's "Activation Detail" or "status Update" screens, in order to add details for a Status Update.

- **Public Messaging** – share advisories or press releases originating from your agency. Attach related press releases and advisories to this form.
- **Shelters** – share information on of mass care center sites your agency is hosting.
- **Casualties** – cities use this to report casualties. If using this update, water and wastewater utilities should use this only to report casualties among staff.
- **Transportation Systems** –share info on closures to roads that your agency owns, is responsible for maintaining, or in instances where your staff is maintaining the closure.
- **Electricity/Gas** – share utility outages that impact your agency's operations.
- **Water/Sewer** – provide OC EOC's with a current information about impacts to potable water and sewer services.
- **Communications** – share info on communications services outages that impact your agency's operations.
- **Public and Private Key Resources** – report impacts to Public or Private Key Resources within your jurisdiction (i.e. amusement parks, schools, hospitals.)

Helpful Hints

- **WebEOC is a Documentation Tool, not a Communicating Tool.**
- Sort - By clicking on the title of a column.
- Filter - By selecting the drop down lists at the top of columns. Select the concept you would like to filter by.
- Scroll Bars – There can be multiple within a screen including Up, Down and Side to Side.
- Print and Print PDF – Some windows have an "Actions" button, this is where you can select to print or print to PDF (allows saving the report to PDF).

Resource Manager

Resource Manager allows agencies to view their internal resource inventory, make resource requests to WEROC or the Operational Area and the track deployed resources.

1. **Inventory** – Inventory of your agency's resources. Agencies can Modify, Import or Print their inventory lists. **List should be updated annual by all agencies.**
2. **Requests** – Lists any Logistical Requests you have submitted to WEROC or the OA, any Assignments you have been assigned, and all requests in the system. Additional information can be found here on status, details of a request, etc. **ALL Resource Requests should also be followed-up by a phone call or email notifying WEROC/OA EOC of the request.**
3. **Deployments** – Lists any internal resources that you have deployed to your own response or to other agencies.
 - **Add Deployment-** Agencies can assign their own equipment internally or respond to a Resource Request.

Resource Requests

Resource Requests should be entered into WebEOC when possible to assist in documentation and tracking of those requests. HOWEVER, still contact WEROC or the OA directly to notify of a Resource Request being entered.

1. **Resource Details** – Provide details on the resource you are requesting.
 - a. **Provide Spec Sheet** – Attach any documentation, including specification sheets and pictures, which may assist in matching the appropriate equipment to the request.
 - b. **Justification/Purpose-** Important to explain why the resource is critical and what is going to be accomplished with the resource.
 - c. **Routing-** You can route your Resource Request Internally, to WEROC or to the OA.
2. **Resource Timeline/Delivery** – Provide information on when it is needed, delivery specifications, and a point of contact for that specific request.
3. **Requester Info** – Provide information on who the request is coming from.
4. **Comments** – Any additional comments that may assist in fulfilling the resource request.