



# EMERGENCY ACTION CHECKLIST



## CHECKLIST 3.3.17 USE OF WEB EOC (February 1, 2010)

1	Access the internet	
2	Website URL	> <a href="http://www.emd.wa.gov">www.emd.wa.gov</a> > WebEOC (under LINKS in Right column)
3	<b>Enable pop-ups for this site in browser</b>	Enable pop-ups when prompted by your browser
4	Select > <b>All Jurisdictions</b>	
5	Enter assigned <b>Username</b>	Contact the EOC Manager (or designee) for Username; username will correspond with access permission (see Access Levels below)
6	Enter assigned <b>Password</b>	Contact the EOC Manager (or designee) for current Password
7	Select assigned <b>Position</b> from the drop-down list	<b>Position</b> should correspond with your current assignment in the EOC
8	Select <b>Incident</b> from the drop-down list	Indicate <b>INCIDENT</b> in progress. If no applicable INCIDENT request new incident from State EMD Duty Officer (1-800-258-5990) ( <b>EOC Manager/Designee only</b> )
9	Enter <b>Name</b>	<b>Use last name first</b>
10	Enter <b>Location</b>	Jefferson County EOC (or PTCC)
11	Select ENTER	Control Panel should appear; items in <b>RED</b> = new data on the Board
12	To view items:	Click on the text hyperlink (selected Board appears in a separate window)
13	To add items to a board:	<ul style="list-style-type: none"> <li>• Click the <b>blue</b> icon for input</li> <li>• Complete the desired information</li> <li>• Click on the <b>Save</b> button (<b>item saves to the Activity Log</b>)</li> </ul>
14	To post from Activity Log to the Significant Events log:	Click the <b>SAVE TO SIGNIFICANT EVENTS</b> box in upper left ( <i>if no such option, you do not have permission to save to that Board</i> ).
15	To post from Activity Log to Washington State EOC Significant Events Board	Click on the <b>SAVE TO WA STATE SIGNIFICANT EVENTS</b> box in the upper left ( <i>if not such option, you do not have permission to save to that Board</i> )

### ACCESS LEVELS:

- Level 1: Full access – DEM staff; can post to WA State Significant Events
- Level 2: EOC Team access (can write to Activity Log and local Significant Events Board) – EOC Incident Management Team members
- Level 3: Partner access (can read local Significant Events Board) – Partner Agencies