



EMERGENCY ACTION CHECKLIST



CHECKLIST 3.3.19 (Red Book Tab 10) POSTING TO THE DEM WEB SITE (For training purposes only) October 1, 2010

USE THIS CHECKLIST FOR posting a bulletin or other document on the Emergency Management web site (www.jeffcoec.org). To enter a statement directly – on the first page of the site – begin at step 24 on page 2.

	Changes to the DEM web site can only be made from the EOC Manager's computer	Sign on as > USERNAME – ((omitted)) > PASSWORD – ((omitted))
1	Prepare the document to be posted (convert it to .pdf)	Use standard .pdf conversion protocols
2	Save the .pdf file to the desktop	For easy access in a few moments, put it in the upper left corner of the desktop
3	Double click >> on the <i>Microsoft FrontPage</i> icon in the upper left corner of the desktop	NOTE: If you get a WEB SITE NOT FOUND message the server needs to be accessed To do that: Select > My Computer , then select > ((omitted)). In the dialogue box enter the password > ((omitted)). Close the file and begin at step 3 again.
4	Select the following in the order shown:	> File - > Recent webs - > ((omitted))
5	A folder list will appear on the left hand side	
6	Drag and Drop >/> the .pdf file from where you put it on the desktop to documents in the Folder List	It's the 4 th item from the top. You don't need to expand it. When you drop it on documents it will automatically load to the documents file
7	In the Folder List (left hand side) double click >> on sitreps.htm	
8	A page with the heading JEFFERSON COUNTY SITUATION REPORTS . . . will appear	It has a RED band
9	Click > in the middle of the next open box below BULLETIN NUMBER	
10	Enter the appropriate number if any	Leave blank if document does not have a number
11	Click > on the next open box below the DATE ISSUED	
12	Enter the date	
13	Click > on the next open box below CONTENT	
14	Enter a description of the contents	i.e Situation Report, News Release, etc.

15	With the cursor, highlight the contents description	
16	On the tool bar click > Insert > Hyperlink	The Insert Hyperlink dialogue box will open
17	Double click >> on documents	A list of documents will appear
18	Scroll down to the .pdf document that you what to hyperlink and highlight it	It will be the one you saved in documents earlier
19	Select > OK	Document is now linked to the SITREP page
20	Select > File > Exit	
21	Select > Yes Save Changes	
22	Program will close	
23	Double check posting has been done correctly by opening the web site and going to the SITREPs page	> www.jeffcoec.org > SITREPS – INCIDENTS IN PROGRESS button

To put information directly on the first page of the web site:

24	Double click >> on the <i>Microsoft FrontPage</i> icon in the upper left corner of the desktop	
25	Select the following in the order shown:	> File - > Recent webs – ((omitted))
26	In the Folder List (left hand side) double click >> index.htm	Pages are listed in alphabetical order
27	Place the cursor in the blank field (just below the navigation bars)	Type in the desired text (with headline)
28	Select > File > Exit	
29	Select > Yes Save Changes	
30	Program will close	
31	Double check posting has been done correctly by opening the web site	> www.jeffcoec.org