



Jefferson County - City of Port Townsend
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Part 3: Emergency Operations Guide

EOG 3.3.17 LOCAL USE OF WebEOC

February 1, 2010

BACKGROUND – WebEOC is a web-based incident management software for coordination of information in the Emergency Operations Center while allowing for remote access by authorized users outside of the LAN. The program helps maintain a common operational picture and situational awareness which aids in decision making.

SUPPORT – WebEOC is supported by the State Emergency Management Division, and the software resides on an EMD server.

SYSTEM REQUIREMENTS

- Internet connection
- Web browser with pop-up enabled
- State server WebEOC URL (access via www.emd.wa.gov)
- Username and password (provided by Emergency Management based on access level)

INTENDED USE

- Attain situational awareness
- Share information internally in real time
- Communicate with the State Emergency Operations Center
- Monitor state level significant events
- Keep partner agencies informed about activities in the EOC
- Add to the official record of the incident

PRIORITY – Workload and limited resources may not permit use of WebEOC in the first Operational Period. Hand written logs, internal forms and message memos, EOC situation boards, and F2F coordination are typical methods during the early stages of an incident. Team members will transition to WebEOC entries when time permits. WebEOC is particularly suited to coordination during the recovery period.

AUTHORIZATION FOR USE – Authorization for use of the Jefferson County WebEOC account, and assignment of level of access (permissions) is the responsibility of the EOC Manager or designee.

DISPLAYS (BOARDS)

- Activity Log (shared) – General activities in real time; shown by date/time; data automatically populates to a single running log.
- Significant Events – High impact, noteworthy (high visibility) local events; manually forwarded from the Activity Log.
- After Action Review – Notes and comments on the event; available to all users post-incident; entries can be made by all levels.
- Important Documents – Emergency declarations, supplemental justifications, local emergency support legislation, policy decisions, etc.
- Press Releases – Published local press releases.

- State Significant Events Board – Local events that a relative to the scope of the incident and may have a major local impact or for which special action is required. Data can be uploaded to the State SE board by Level 1.

LEVELS OF ACCESS

- Level 1 – All capabilities of Level 2 and permission to write to all boards and upload to the State EMD Significant Events board.¹
- Level 2 – Permission to write to the internal Activity Log and post to the internal Significant Events board.
- Level 3 – Read the local Significant Events board, Important Documents board, Situation Reports, and Press Releases; may write to the post-incident After Action Review.
- All Levels – May write to the post-incident After Action Review.

ELIGIBLE USERS AND ACCESS LEVELS

- Emergency Management Staff – Level 1
- EOC Incident Management Team members (Command Staff and General Staff – includes agency representatives in the EOC) – Level 2
- City Coordination Center Staff – Level 2
- Jefferson County Fire Protection Districts (off site) – Level 3
- Jefferson County Sheriff’s Office (off site) – Level 3
- Port Townsend Police Department (off site) – Level 3
- County Administrator (off site) – Level 3 (may be changed to Level 2 during recovery ops)
- City Manager (off site) – Level 3 (may be changed to Level 2 during recovery ops)
- Others (related to a specific incident on a case-by-case basis) – Level as appropriate

AUTHORIZATION FOR POSTING TO THE STATE SIGNIFICANT EVENTS BOARD – Posting local data to the State Significant Events Board is the responsibility of the EOC Manager (or designee).

TRAINING – Users will be required to attend training prior to assignment of log in user name and password.

PROCEDURES FOR IMPLEMENTATION – Checklists and training materials are attached.



February 1, 2010

[CEMP/Part3 – EOG/Part 3.3 Special Subjects/EOG 3.3.17 - WebEOC]

¹ Information uploaded to the State EMD Significant Events Board requires clearance from the EOC Manager or designee.