

## What is WebEOC? When is it used?

WebEOC is web-based software for the management of information related to an event, incident, and/or disaster. Authorized users have the ability to view, add, or edit information based on the incident and the user's function.

Hillsborough County Emergency Management and our response partners believe that WebEOC provides the opportunity for leadership in all agencies to work with a common operating picture, providing real time situational awareness of events affecting their region.

## Accessing WebEOC

WebEOC is accessible through any device with an internet connection including computers, tablets, and smartphones.

With an internet browser, enter the following URL to access WebEOC:

<https://webeoc.hillsboroughcounty.org/eoc7/>

## Logging in to WebEOC

To access WebEOC you need a WebEOC Username and Password. This Username and Password may be assigned to you by an Administrator based on your Agency and Position. If you do not have one, contact the Office of Emergency Management to help you set up an account.

Enter your assigned user ID and password to the login screen and click **Log In**.

## Position and Incident

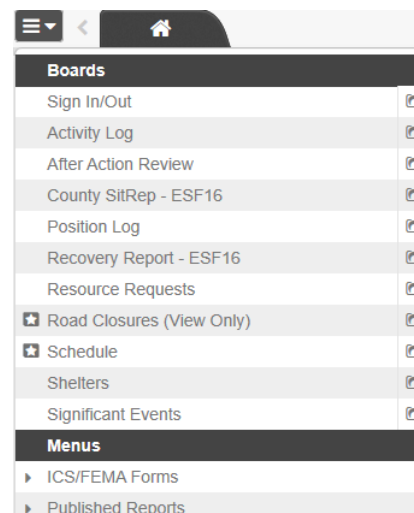
After you login, the next screen will ask for a **Position** and an **Incident**. Please note some users will have access to multiple positions. Login as directed by your WebEOC Administrator. You will then need to verify your personal information.

During an incident, a designated representative should be assigned with responsibility for your organization.

Before entering information you should ensure that you are in the appropriate position and incident.

## Control Panel

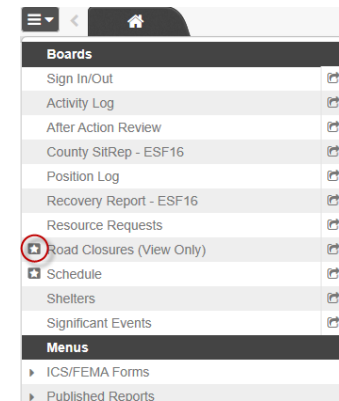
The control panel allows you to navigate various views of information known as **boards** as set up by the WebEOC administrators. Access is based on your organization and your role in the incident.



## Boards

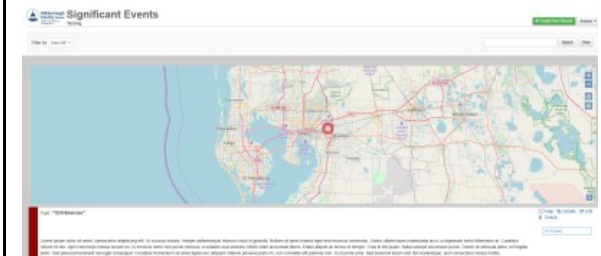
Boards are displays or views of information that are accessed from the Control Panel. Read and/or edit capability in boards is based on your position and role in an incident. The most commonly used boards include **Significant Events Log, Activity Log, and Resource Request**.

Other boards can and should be monitored as well, based on your position and functions. Boards marked with a star have new information.



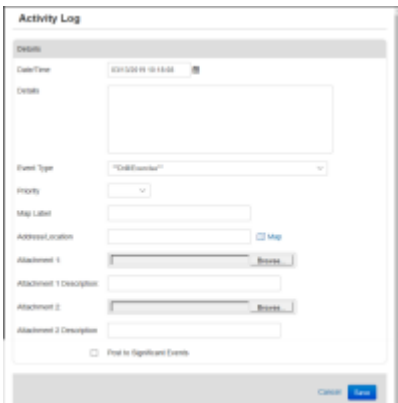
## Significant Event Log

To monitor significant activities and information, select the **Significant Event Log**. This board has information that can be shared with all WebEOC users. Utilize the **Activity Log** to add information.



## Entering Information (Activity Log)

All WebEOC users have access to the **Activity Log**. The **Activity Log** allows users to document all of the activities and/or actions that are performed during an operational period or shift. Any actions or activities that do not belong on other WebEOC boards (for example, Resource Requests or Shelters) may be included here. The **Activity Log** provides an auditable log of all actions for the assigned position. The **Activity Log** also provides the primary method for WebEOC users to create new incidents to be included, when approved by an administrator, to the **Significant Event Log**.



The **Activity Log** also provides the primary method for WebEOC users to create new incidents to be included, when approved by an administrator, to the **Significant Event Log**.

To post an entry, open the **Activity**

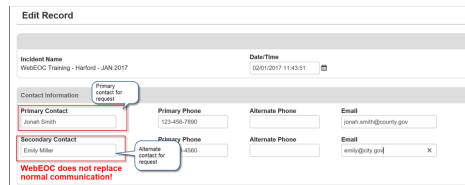
**Log** in the Control Panel and select Create **New Record**. Enter information in the appropriate data entry fields and only select the **Post to Significant Events** checkbox if the information is relevant and critical to all WebEOC users and organizations. If routing is not selected, only users that log into the same position will see the information in the **Activity Log**.

Do not use the Activity Log/Significant Event boards for tasking or requests for action. Be sure to use terminology in posts such as "Update" or "Closed" to provide other users the latest information related to the issue.

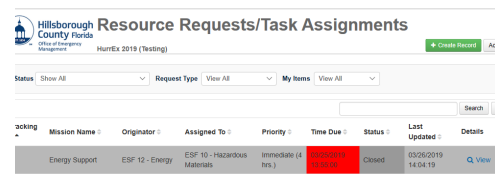
## Resource Requests

The **Resource Request** board provides the ability to assign Missions and/or Resources and monitor their status. Missions/Resource Requests can be edited by clicking the Edit button. Users who have been assigned a mission/resource request have the ability to Accept, Complete, Cancel or characterize the item as In Progress. Supervisors with administrative access whose units have been assigned a mission/resource request have the ability to reassign a request that is incomplete or misrouted. Members of the receiving staff may also provide comments with the new status.

Select the **Resource Request** board in the control panel to enter in a mission or resource request. Select **New Record** to enter a new request.



Provide all known and appropriate information related to the request. Be sure to click the box at the center of the screen if it is a request for a resource. Additional information including Suggested Source of Supply, Total Estimated Cost, etc. can be provided, if known, in the Coordinating Instructions section.

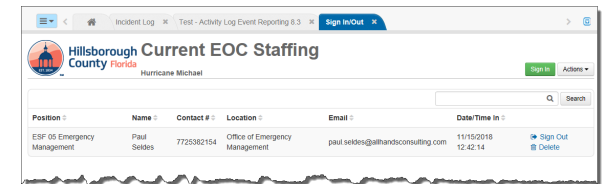


Mission Name	Originator	Assigned To	Priority	Time Due	Status	Last Updated	Details
Energy Support	ESP 12 - Energy	ESP 10 - Hazardous Materials	Immediate (4 hrs.)	11:00 AM	Closed	03/26/2019 14:04:19	View

## Sign In / Sign Out Board

If you are working an assigned shift or assigned operational period, immediately after logging in to WebEOC select the **Sign In/Out** board to sign in. Signing in at the beginning of your shift and signing out at the end of your shift is required of all personnel.

If you are just reviewing WebEOC information and not formally assigned to an operational shift you may not need to sign in. Check with your supervisor or your WebEOC Admin.



Position	Name	Contact #	Location	Email	Date/Time in	Sign Out	Delete
ESP 05 - Emergency Management	Paul Selles	7725382154	Office of Emergency Management	paul.selles@allhandsconsulting.com	11/15/2018 12:42:14	Sign Out	Delete

## Position Log

All WebEOC users have access to the **Position Log**. The Position Log allows users to document the activities and/or actions that are performed during an operational period or shift. The position log record serves to preserve situational continuity for a specific position through shift and personnel changes during an incident.

## Help or Questions

Contact: [webeoc@hillsboroughcounty.org](mailto:webeoc@hillsboroughcounty.org)