

WebEOC How To

Based on WebEOC 7.2

Prince William County has installed and utilizes ESI's WebEOC program for emergency operations both in the EOC and for virtual emergency operations. Because of ARES involvement with emergency support function 2 (ESF 2), Prince William County ARES has a log in for WebEOC and as such, we are expected to know how to use it and what data needs to be included.

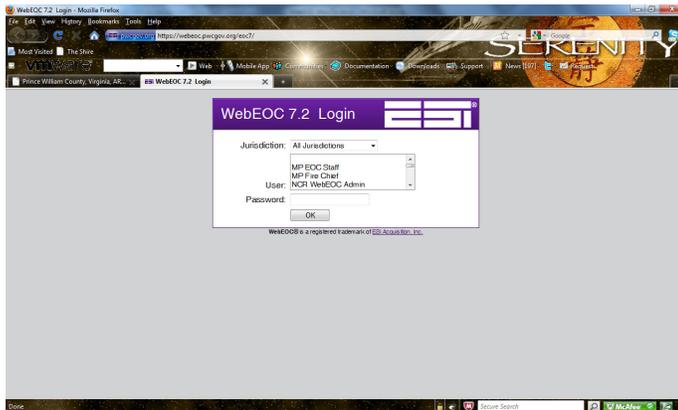
Please remember that **all** data is part of the legal and public record and subject to search and release. Do not put anything into WebEOC that you would not want to read on the front page of the Washington Post.

Accessing WebEOC

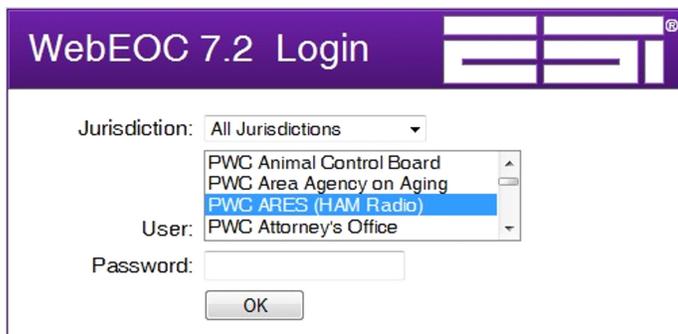
These instructions assume you have already logged into your PC (if needed) and are starting at the browser.

1. Currently, WebEOC works with Internet Explorer (through version 8), and Firefox. If you use another browser and WebEOC works, please contact the Emergency Coordinator to update these instructions. Make sure you turn off **all** your pop up blockers and enable cookies before you try to log in.
2. Open your browser to <https://webeoc.pwcgov.org/eoc7/>. Note the following:
 - a. The prefix is https not http.
 - b. If you are in the EOC, you may be given a different link. The link above will allow you to access the site from inside or outside.
3. When you get the login screen, type in the user name **pwsupport** and the password. Again, in the EOC, you will have to ignore the user name and password provided to access WebEOC. PWCARES has a different login than others in the EOC.

4. You will arrive at this screen:



5. At the WebEOC 7.x, Login, make sure the **All Jurisdictions** are selected under Jurisdiction and scroll down to **PWC ARES (HAM Radio)** and highlight it in the User section. The password is the **same** password used to login to the website.



6. On the Incident screen, you will generally be accepting the default (ongoing) incident unless otherwise directed. You can click on the down arrow to scroll through the choices.



7. On the Additional Login Information screen, please fill in all the boxes

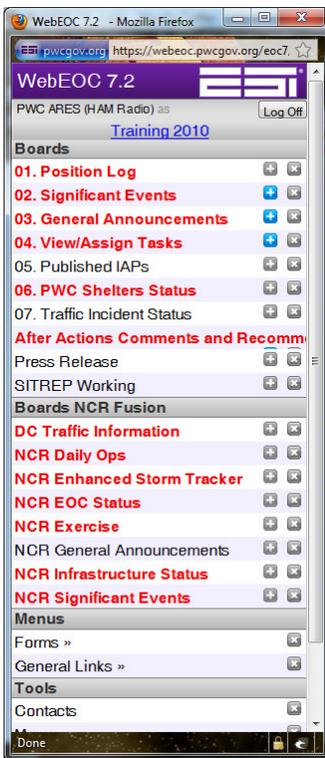


The image shows a web browser window titled "WebEOC 7.2 Login". The page has a purple header with the text "WebEOC 7.2 Login" and a logo. Below the header, the page is titled "Additional Login Information". The form contains the following fields:

- Name: David A. Lane, KG4G (Required field)
- Location: EOC
- Phone Number: 703-628-3868
- Email: kg4giy@arri.net
- Comments: ECIC

At the bottom of the form are two buttons: "OK" and "Cancel".

8. At this point, you will get a long thin popup control panel.



Red highlights indicate there is new information waiting. Note that if more than one member of the team is logged in, the *new* information could be viewed before it refreshes on your screen.

9. Entering data. To add an event to the Position Log, click on the blue **plus** sign and you will get the following windows:

Generally, the Event Date/Time will be the same as the Entry Date/Time, but it does not have to be. Only the ECIC may authorize a posting to the Significant Events, General Announcements, or Request a Post to the NOVA boards.

If we need to include a Reference Number or if we are responding to a Reference Number, that field can be filled, but is otherwise optional. All other fields are required.

The Position Log is where we put information relevant to PWCARES. Think of it as the electronic form of the ICS-214, the Unit Log. Anything that would go in the log should go in here.

Significant Events would include fulfilling a request to deploy an operator to a specific ICP (incident command post), mobilization, demobilization and ECIC name.

10. Working SitRep. The Working SitRep is where we document significant events that occur during the event. Events such as mobilization, deployments, ECIC change, locations staffed etc. All entries in the Working SitRep should include the time, date and callsign or name of the operator entering the data in the following format:

[yyyymmdd:hhmm-callsign] <text of sitrep>

For example: [20090515:1115-kg4giy] PWCARES activated at 11:00. KG4GIY

assigned ECIC. KC4TNC and KG4LAA assigned to PWHS, AE4RD and WB4USA assigned to EOC.

11. At the end of activation, make sure you **logout**, not just clicking the red x.

Any corrections to this document should be forwarded to the Emergency Coordinator (ec@pwcares.org).