# WebEOC New User Training Class Curriculum & WebEOC Board Guide

# Boards:

City Events Log

- •Who: All EOC Staff
- •What: Share relevant information that requires the attention of the EOC staff
- •Why: This board provides situational awareness and a common operating picture

•Wh

- •Who: All EOC Staff
- •What: Share information that is relevant to a specific sector
- •Why: This board shares the status within the sector in order to share information and resources

Share with Hub

**Share with** 

Regional

Significant Events

- •Who: All EOC Staff
- What: Only information that requires the attention of multiple jurisdictions/agencies within the Operational Area
- Why: This board provides situational awareness and common operating picture to all jurisdictions/agencies in the Operational Area that use WebEOC

# Task Tracker / Logistics Request - Finance:

•Who: All EOC Staff

•What: Used to request staff and stuff be VERY specific and complete the justification

section

•Why: Documentation and justification of requests for reimbursement purposes

**User** Request

# **Procurement**

- •Who: Logistics Section Staff
- What: Complete the procurement section following all procurement policies
- Why: Tracking for reimbursement purposes

- •Who: Finance/Admin Staff
- •What: Complete the finance section; provide PO #'s to Procurement Staff
- Why: Tracking for reimbursement purposes

**Purchasing** 

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# **Status Boards:**

<u>Status Doards:</u>	
Road Closure	Used for Law Enforcement Branch to list road closures in the jurisdiction
Shelter Status	Used for Care & Shelter Branch to list shelter status with details like capacity and location
Mass Notification	• Any mass notifications (Alert SD or Reverse 911) need to be listed here so that OES has a record of its use
Animal Evacuation Sites	Used for Law Enforcement Branch to list animal evacuation sites with details
Damage Assessment	Used for Damage Assessment Unit to list general info like number of structures damaged, destroyed and cost estimates
EOC Status & Proclamation	Used by the EOC Director to indicate the level of EOC activation and make notation when a local proclamation has been issued
Initial Damage Estimate (IDE)	Used by Finance/Admin Section Chief to list inital damage assessment for County OES
Fire Status	• Used by the Fire & Rescue Branch Director to update status of the fire

# Other General Boards:

### **Phone Lists**

•This is a listing of jurisdictions/agencies using WebEOC

### Chat

- •You can use this feature to chat (instant message) between sections
- •This should be used sparingly to ask simple questions

## Messaging

- •This is the equivelent of e-mail
- •This should be used when two-way communication is necessary
- •To ensure that the person is getting the message, you might send it to the Section rather than the person
- •Tip: In the "Positions" column, start typing the Section (i.e. ELC ..) will take you to the El Cajon Sections (ELC=El Cajon; LMS=La Mesa; LGV=Lemon Grove)
- •To select more than one recipient use the ctr key to select individual Sections or the shift key to select a group

## File & Map Library

- •This area can be used to store and share files that are necessary during an EOC activation
- Examples might include City traffic maps, Workers Comp filing paperwork, vendor lists, etc.

### IAP / Sit Rep

- •Sit Rep Each Section Chief should use the "Sit Rep Working Draft" to update the status in their section; SitsStat Unit is responsible for finalizing the report
- •IAP Situtation Status Unit should go through the templates to create an IAP every operational period