



Missouri Region D WebEOC End User Training Packet

V3.1
2016.06.08

| Name | Comments | PRC |
|--------------------------------|----------|-----|
| *MO Reg-D WebEOC Admin Team | | |
| *MO Reg-D WebEOC Training Team | | |
| MO Reg-D Bary CERT | | |
| MO Reg-D Bary ECC | | |
| MO Reg-D Bary EM Director | | |
| MO Reg-D Bary EM Staff | | |
| MO Reg-D Bary EMS | | |
| MO Reg-D Bary EOC Covers | | |
| MO Reg-D Bary EOC Finance | | |
| MO Reg-D Bary EOC Manager | | |
| MO Reg-D Bary EOC Operations | | |
| MO Reg-D Bary EOC Planning | | |
| MO Reg-D Bary EOC Staff | | |

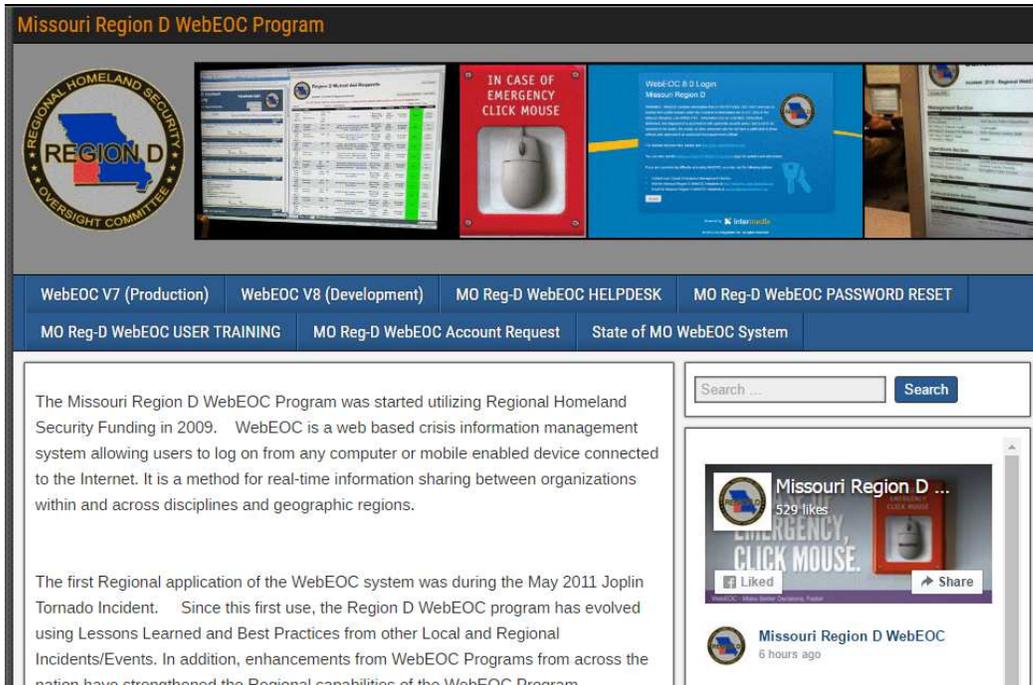
<http://www.regiondwebeoc.org>

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



Region D WebEOC User Self Registration Process

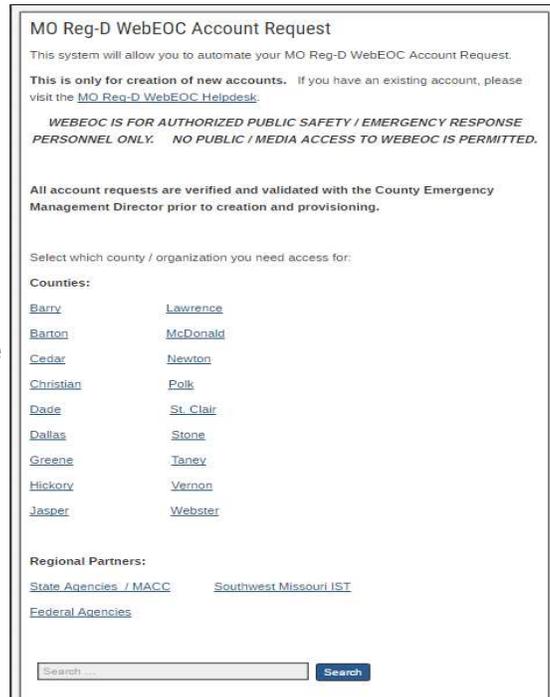
1. Open your web browser and go to <http://www.regiondwebeoc.org>.



2. Click on “**MO Reg-D WebEOC Account Request**”

3. New accounts must be approved by the County Emergency Manager. Select the county your jurisdiction is in.

NOTE If requesting positions for more than one county or county and regional partner, separate account creation submissions must be made.



4. Fill out the below fields with the information requested.

Name:

This will be your user name.

Agency:

Primary agency in the county you are requesting the account through.

E-Mail:

Enter your agency/business e-mail address. This will allow you to reset your password automatically, if needed.

Phone:

Primary contact number.

Position Access Requested:

Select positions you need access for. Multiple selections can be made. If you are unsure select “unknown.”

5. Click the “Submit” button. You should receive a message similar to this.

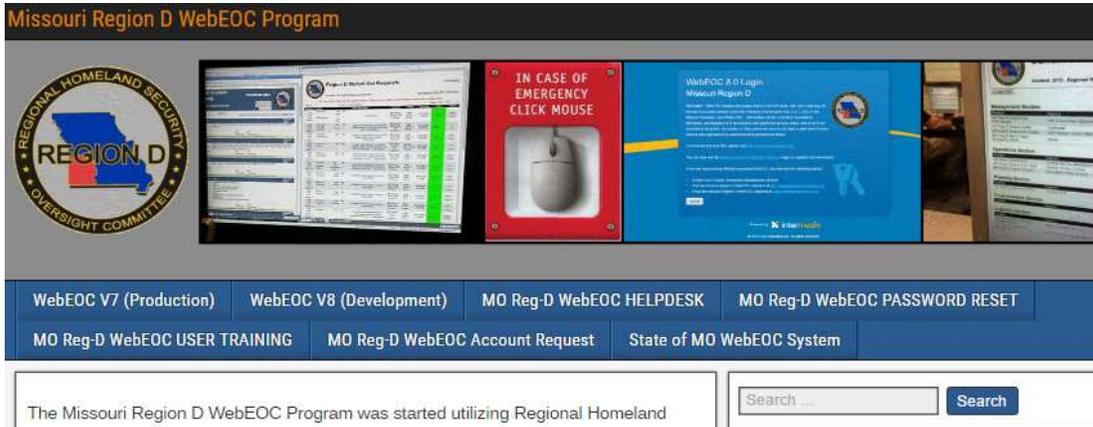


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Region D WebEOC User Log-In Information

1. Open your web browser and go to <http://www.regiondwebec.org>.



2. Select "WebEOC v8"



3. Please note, that all information posted on WebEOC is For Official Use Only, and information posted on WebEOC is not to be shared or released with the public, media, etc without authorization. Failure to abide by these rules will result in your account being locked.

4. Click "Accept"



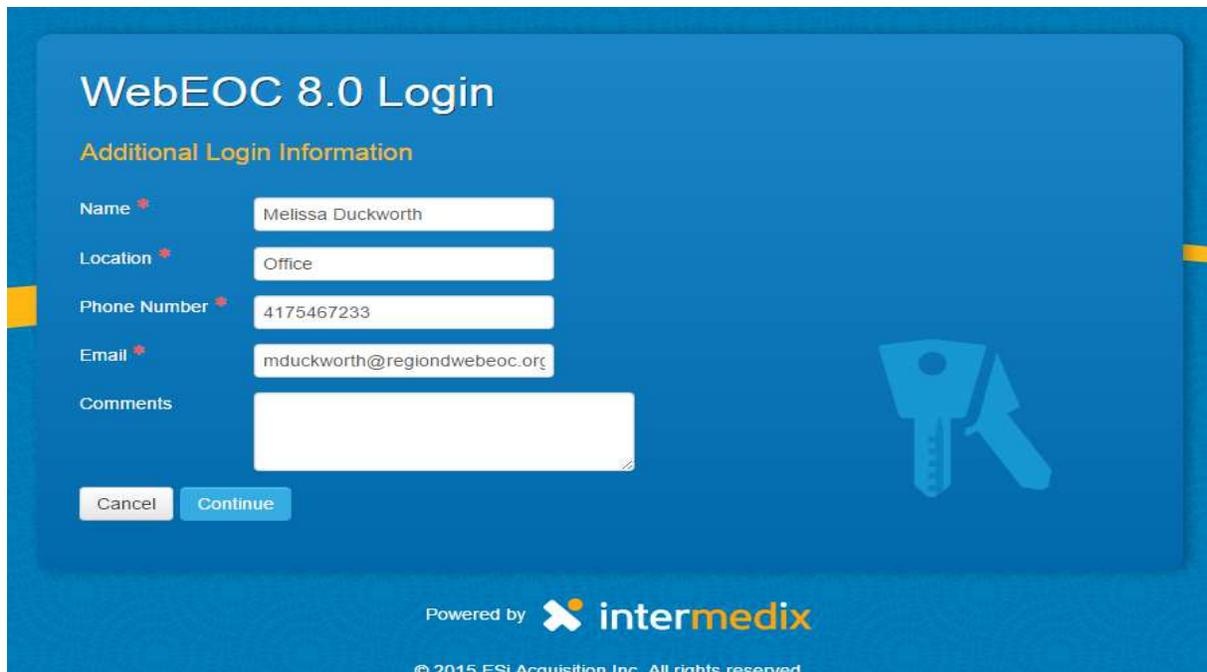
5. Enter your User Name and Password.
UserName : FirstName <space> LastName
Example: John Doe

Password: Minimum six characters. If you have forgotten your password, click “Forgot Username/Password.” It will ask you to confirm the email address that you used to set up the account, and reset your password.

6. Select your position and name of the incident. You will only be able to log into positions that you have been granted access.

Note: It is important that you log into the correct incident, as most of the boards after this step are dependent on the incident and position you have logged in for.





WebEOC 8.0 Login

Additional Login Information

Name *

Location *

Phone Number *

Email *

Comments

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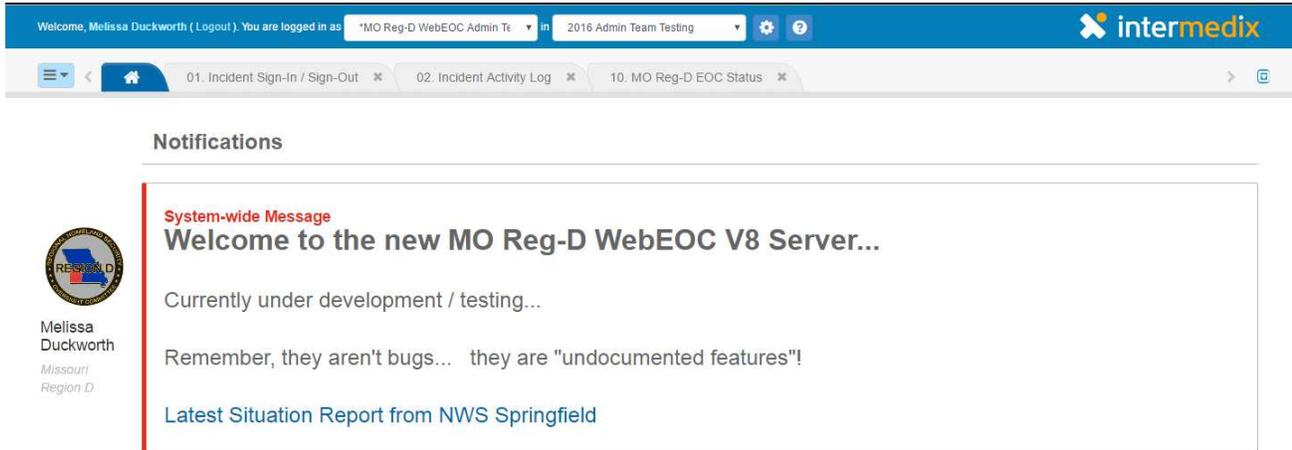
7. Confirm the information on the additional log in page. This information becomes important on later boards. This should autofill from the last time you logged on. Simply confirm that the information is accurate and press ok.

8. At this time you should be logged into WebEOC.

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.



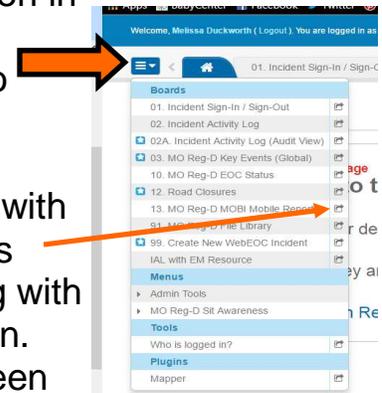
Region D WebEOC Home View and Menu Options



1. Once logged into WebEOC, you should see a dashboard. Note: WebEOC v8 looks completely different than older versions of WebEOC you may be used to.

2. Your default (home) screen will contain any announcements. Along with a link to the latest NWS Situation report. You can return to the home screen by selecting the “house” tab.

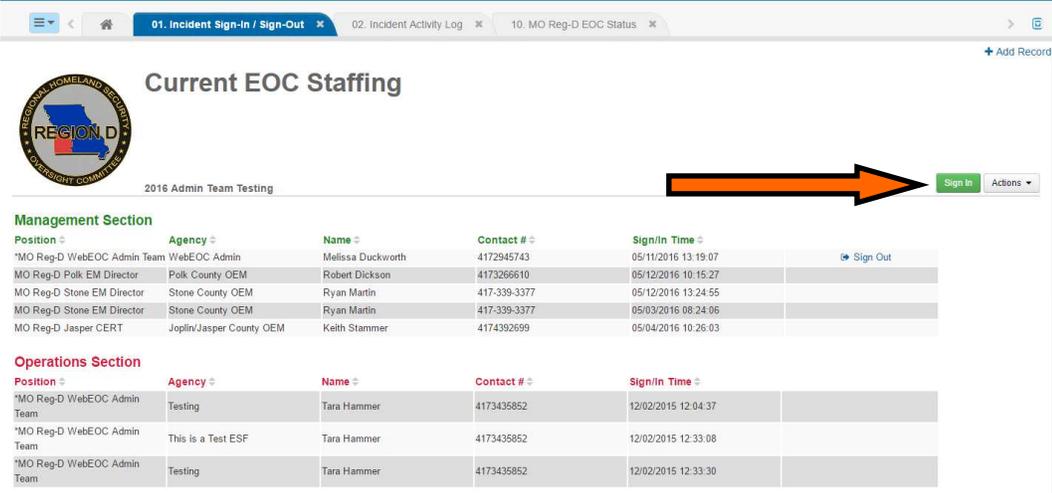
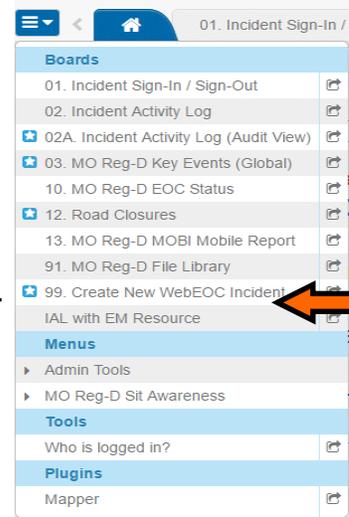
3. The Menu can be found by selecting the lined button (also known as the “hamburger” button) to the left of the “Home” tab. The menu bar is divided into sections. The section you will deal with primarily is **Boards**. All boards will now open in tabs across the top. To open boards in their own pop-out window click the arrow next to the board you want to open in a separate window.



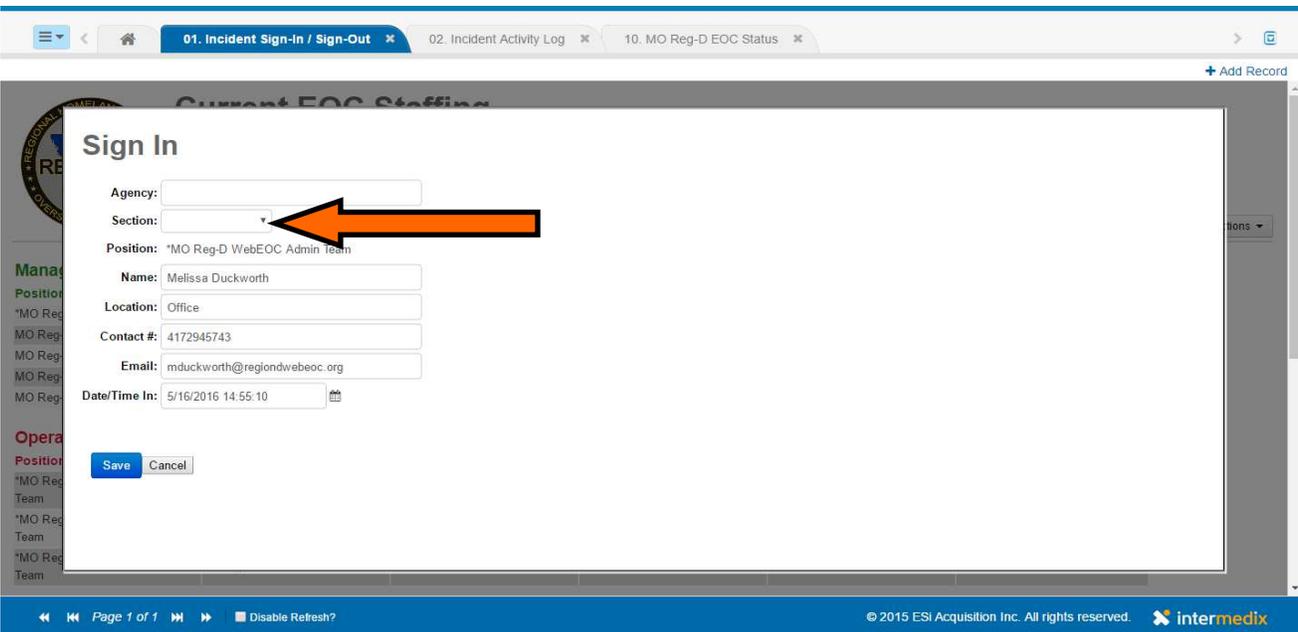
4. Boards are divided into various sections as indicated with numbers. Menu items beginning with 0*. almost all users have access to. The boards further down the list starting with ones beginning with 1*. will be dependent on the position. The “star” indicates that something on that board has been updated since the last time it was opened.

4. It is extremely important that when you arrive on an incident, after you log in to WebEOC, you also sign into the incident. You will do this by clicking “01. Incident Sign-In/Out.” This documentation aids in the recovery of funds and resource tracking capabilities.

5. Next, you will click the “*Sign In Here” Button.



6. Fill in the agency you are representing, as well as the section to which you are assigned. The section is a drop down menu in which you can select “Operations”, “Planning”, “Logistics” “Finance/Admin” or “Management”. Command staff and Incident commanders are classified as “Management”.



7. Your personal information should be autofilled for you on this page from your initial log-in.

Note: This is for record keeping purposes only. If any of this information is incorrect, correcting it on this page will not correct it in the rest of the program. If you need to correct information here, close out of the sign-in windows, go back to the menu bar, click on your name, and correct it in that field. Then start the sign-in process again.



8. If you forgot to sign in to the incident, you can manually change the time you signed in by correcting it in the box at the bottom.

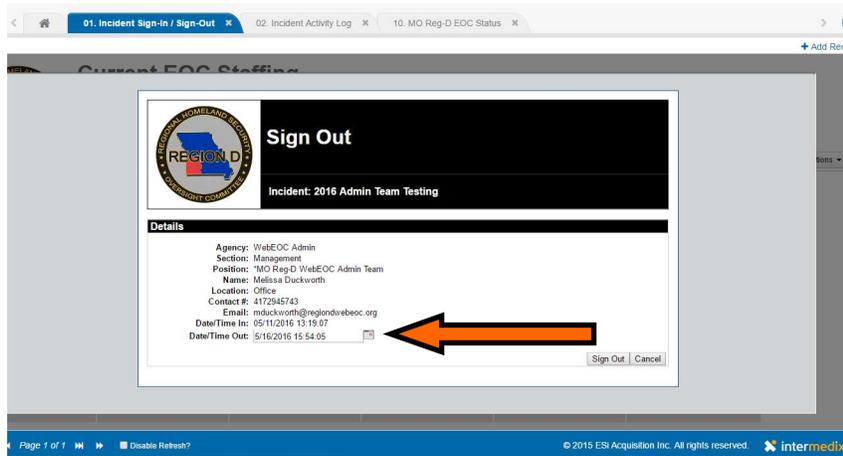
9. Your name should appear in the list of people signed in under the appropriate section.

| Position | Agency | Name | Contact # | Sign/In Time | |
|-----------------------------|--------------------------|-------------------|--------------|---------------------|----------|
| Management Section | | | | | |
| *MO Reg-D WebEOC Admin Team | WebEOC Admin | Melissa Duckworth | 4172945743 | 05/11/2016 13:19:07 | Sign Out |
| MO Reg-D Polk EM Director | Polk County OEM | Robert Dickson | 4173266610 | 05/12/2016 10:15:27 | |
| MO Reg-D Stone EM Director | Stone County OEM | Ryan Martin | 417-339-3377 | 05/12/2016 13:24:55 | |
| MO Reg-D Stone EM Director | Stone County OEM | Ryan Martin | 417-339-3377 | 05/03/2016 08:24:06 | |
| MO Reg-D Jasper CERT | Joplin/Jasper County OEM | Keith Stammer | 4174392699 | 05/04/2016 10:26:03 | |
| Operations Section | | | | | |
| *MO Reg-D WebEOC Admin Team | Testing | Tara Hammer | 4173435852 | 12/02/2015 12:04:37 | |
| *MO Reg-D WebEOC Admin Team | This is a Test ESF | Tara Hammer | 4173435852 | 12/02/2015 12:33:08 | |
| *MO Reg-D WebEOC Admin Team | Testing | Tara Hammer | 4173435852 | 12/02/2015 12:33:30 | |

11. When it is time for you to log-out, the last step before closing WebEOC will be to sign-out through this board as well. Click the Sign-out button next to your name.



12. You should see a screen that has all of your information. If you need to manually change the time you signed out for whatever reason, simply correct it in the field indicated.



13. Click sign-out. Your name should now be removed from the section in which you were working.

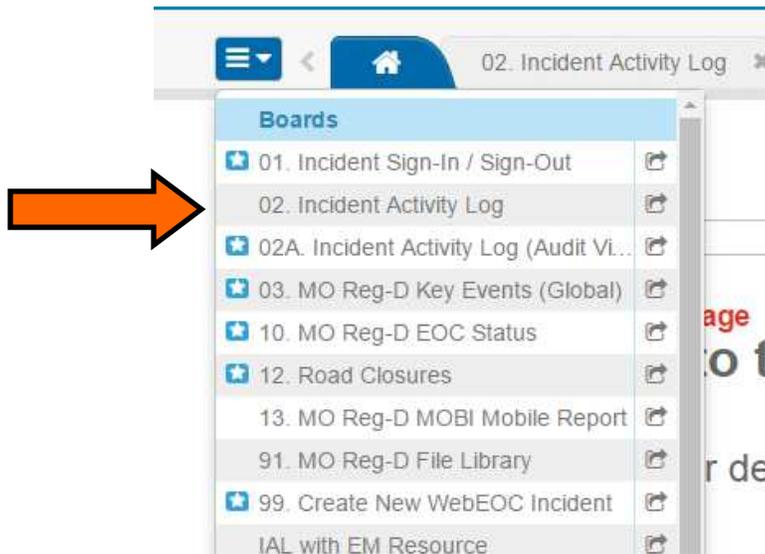
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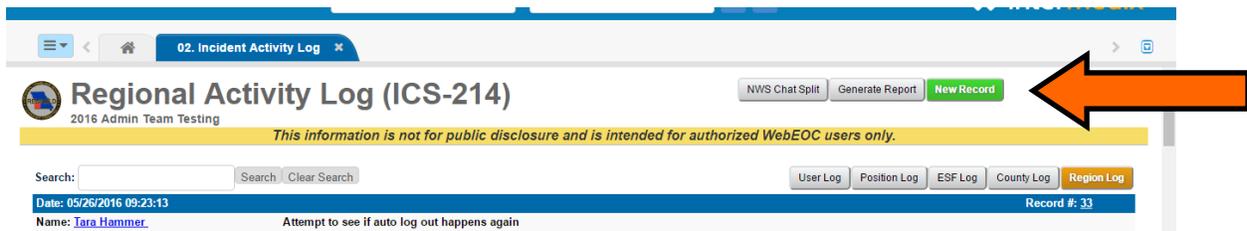
Region D Incident Activity Log/ ICS 214

New Entries

1. The Incident Activity Log/ ICS 214 Unit Log becomes an overall record for the incident. This is your record for any agreements, accidents or actions that you take on the incident scene, or anything else that would be of relevance.



2. In order to post a new entry, click on “New Record”



3. The date and time that you are posting will show up in the “Date/Time” field. If you need to change the time or date for an entry, you can manually change these.

4. The “Occurred At” field is to put a location if you would like, you can also geotag the location further down.

5. “Remarks” is where you will put the entry that you would like to post.

6. The “Restrict to” options allow you to choose who can see your entry. Most of the time you will leave it as unrestricted, and people can filter for what they want. However, there may be times that you want something more restricted.

- Unrestricted — anyone logged into the incident can see this entry on their regional board, or county board if they are in the same county.
- Name — If you restrict to only your name, this is a personal entry that no one else will be able to see. Use for private notes.
Note: System Administrators can still access this.
- ESF — This restricts to only people with in your ESF in the entire region. For example, anyone logged in as a Health and Medical ESF position will be able to see other Health and Medical ESF entries regardless of county.
- Position — Anyone logged into this position will be able to see these entries, e.g. all of Greene County EMS. **Note: ESF and Position can be used somewhat like a chat board for those interested, to discuss things only applicable to their ESF or position. Any final decisions that would be relevant to the incident as a whole would need to be posted under unrestricted.**
- County — Anyone from your county will be able to see these entries.

7. Information sharing options:

- Missouri Region D Key Events — for posts that are relevant to the entire region but are not incident specific, i.e. hospital evacuations or weather briefings that would be relevant for multiple incidents. This is NOT incident specific.
- State of MO Incident Key Events (Fusion required)— for posts relevant to the entire state under the same incident, e.g. widespread flooding, storms, or winter weather.
- State of MO Key Events (Fusion required) — for posts relevant to the entire state regardless of incident. This is NOT incident specific.

NOTE: Do not check any of these boxes during trainings or exercises.

8. Optional Information is a place that will let you geotag your entry to a specific location either by address or Lat/Long coordinates.

9. Entry History will be filled with the old entry if this is an amendment to a current entry.

10. Those in Section Chief positions will have all the same fields with the exception of your restrictions will be slightly different. Most of your entries will be unrestricted, but you can restrict by Name, ICS Section, and County.

Viewing Entries

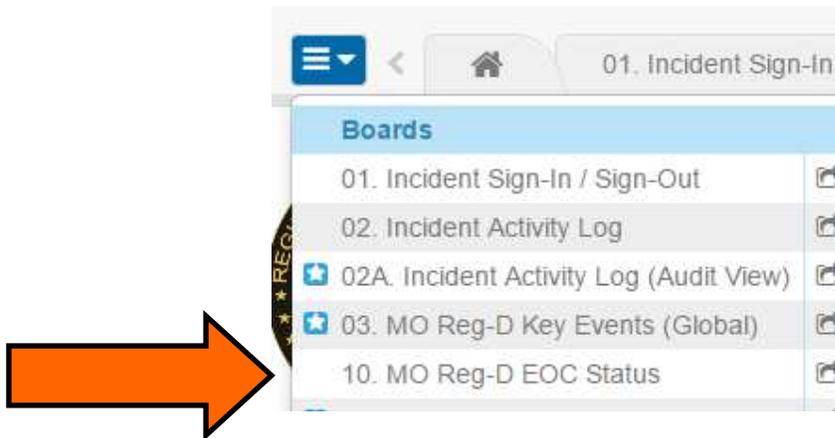
1. In order to view the entries, you will go back to the Incident Activity Log. Depending on what filter you have on will determine how much you can see.
2. The filters at the upper right hand corner correspond to the restrictions that were placed on the entries; however, you can filter down further than the original restriction.
 - User — This will show only the entries that you have made, regardless of the position logged in as. (Unrestricted, Restricted to ESF, Position, County, or User).
 - Position — This will show all of the entries made by people who have the same position as you, i.e. Greene EMS. (Unrestricted, Restricted to ESF, or Restricted to Position).
 - ESF — This will show only entries that have been made by people in your ESF, regardless of county. (Unrestricted or Restricted to ESF).
 - County — This will show anything that has been posted in the county.
 - Regional — This will show anything that has been posted regionally (unrestricted).
 - **Section Chiefs may also filter by their ICS Section within the County or every ICS section regionally.**
3. If you need to modify an entry, click “Update Record” on that entry. This will allow you to add addendums to your entry; however, it will not change the text of the original entry.

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



Region D WebEOC EOC Activation Status Board

1. Only Emergency Management Directors, Emergency Operations Center Operations, and IST IC, and OSC have access to edit the status of an EOC.



2. Each County has the ability to change their EOC activation. If you are not logged into one of the above mentioned positions, you will not see the “Edit” column.

Welcome, Melissa Duckworth (Logout). You are logged in as *MO Reg-D WebEOC Admin Te in 2016 Admin Team Testing

intermedix

01. Incident Sign-In / Sign-Out 02. Incident Activity Log 10. MO Reg-D EOC Status

Missouri Region D EOC Activation Status

2016 Admin Team Testing New EOC Actions

EOC STATUS ACTIVATION LEVELS

- Not Activated** No EOC Activated / No Activities
- Routine** Daily / Normal Activities
- Monitoring** Enhanced Monitoring / After Hours with supplemental EM Staffing
- Partial** Partial EOC Activation with limited partner agency staffing
- Full** Full EOC Activation

| Agency | Activation Status | EOC Phone | Duty Officer or EOC Manager | Cell Phone | Email | Last Updated | Details | Edit |
|-------------------|-------------------|--------------|-----------------------------|--------------|-----------------------------|---------------------|---------|-------------|
| (Please Select) | (select) | | | | | 05/11/2016 14:51:50 | Details | Edit/Update |
| Taney County EOC | Routine | 417-546-7233 | Melissa Duckworth | 417-294-5743 | melissad@co.taney.mo.us | 05/11/2016 13:30:56 | Details | Edit/Update |
| Dade County EOC | Partial | | | | | 05/11/2016 13:17:56 | Details | Edit/Update |
| Vernon County EOC | Not Activated | 417-667-8236 | Dennis Kimrey | 417-684-0169 | vcemd@vernoncountymo.org | 05/08/2016 17:48:00 | Details | Edit/Update |
| Jasper County EOC | Routine | | | | | 05/04/2016 10:29:03 | Details | Edit/Update |
| Greene County EOC | Routine | 4178696040 | Jonathan Ayres | 4176643591 | jayres@grenenecountyoem.org | 04/28/2016 14:51:28 | Details | Edit/Update |

3. Those with edit permissions can click on the “Edit/Update” button next to their county. You can edit the name and contact information of the duty officer (this is particularly important if your agency rotates on-call), and the status of your EOC. Your options for status are “Not Activated”, “Routine”, “Monitoring”, “Partial”, and “Full”. Definitions of each of these statuses can be found at the top of the page.

Last Updated:
 Agency Name:
 Agency Address:
 Activation Status:

| EOC STATUS ACTIVATION LEVELS | |
|------------------------------|---|
| Not Activated | No EOC Activated / No Activities |
| Routine | Daily / Normal Activities |
| Monitoring | Enhanced Monitoring / After Hours with supplemental EM Staffing |
| Partial | Partial EOC Activation with limited partner agency staffing |
| Full | Full EOC Activation |

Duty Officer or EOC Manager:
 Hours of Operation:
 Email:
 Landline Phone Number:
 Pager:
 Cell:
 Radio CH/Freq:
 Satellite Phone Number:
 Comments:

PIO/ Joint Information Center Info

PIO / JIC Phone Number:
 PIO / JIC Email:
 Comms Plan: No file chosen
 Org Chart: No file chosen

Send E-mail to MO Reg-D EMD Distribution List?

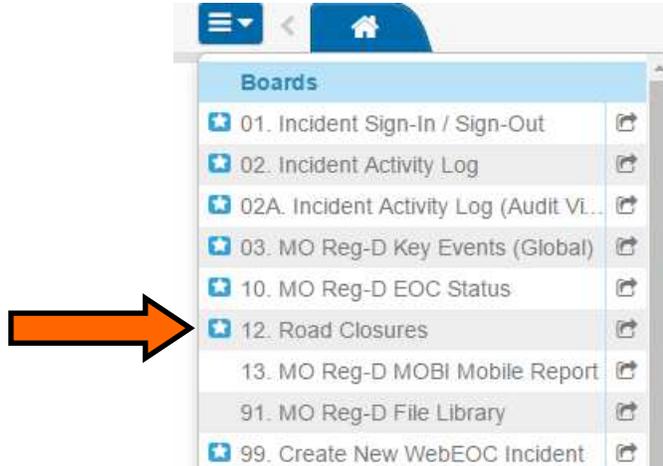
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Region D Road Closures

Road Closures

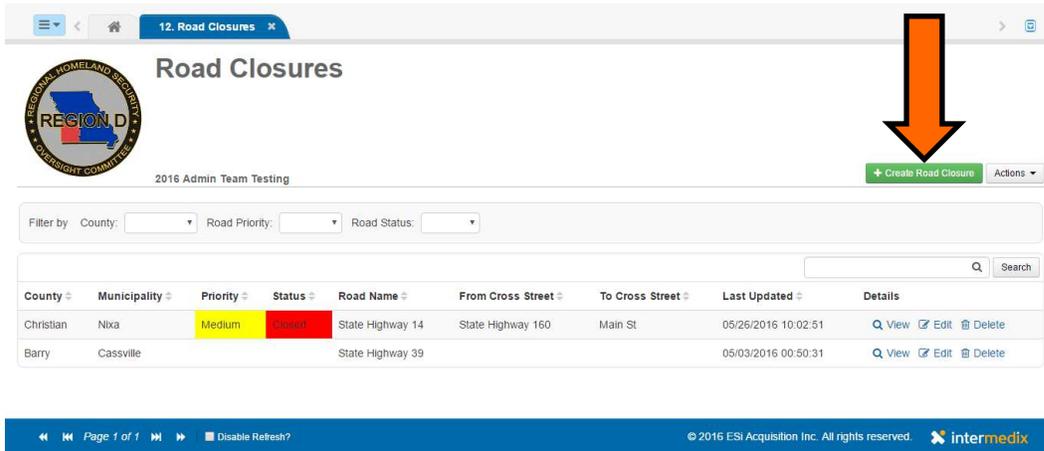
1. On the main WebEOC menu, click “12. Road Closures”.



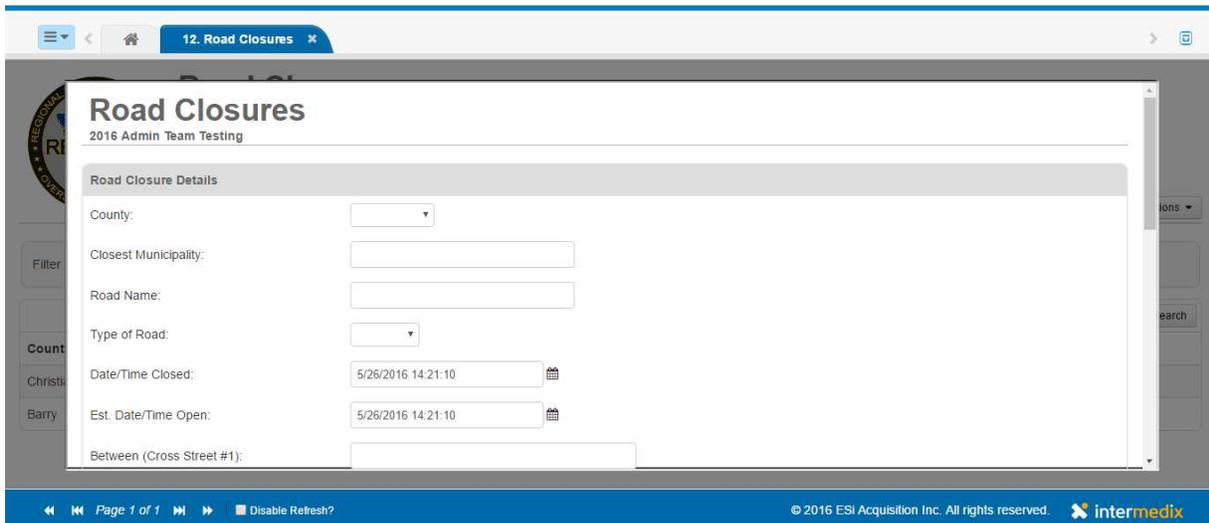
2. Some of you will have Edit permissions (ECC, EM Director, EM Staff, EOC Manager, EOC Operations, EOC Planning, Highways, Law Enforcement, and Public Works). All other positions will not have the Edit Column.

| County | Municipality | Priority | Status | Road Name | From Cross Street | To Cross Street | Last Updated | Details |
|-----------|--------------|----------|--------|------------------|-------------------|-----------------|---------------------|--|
| Christian | Nixa | Medium | Closed | State Highway 14 | State Highway 160 | Main St | 05/26/2016 10:02:51 | View Edit Delete |
| Barry | Cassville | | | State Highway 39 | | | 05/03/2016 00:50:31 | View Edit Delete |

3. To add a new road closure, click “Create Road Closure”.



4. The first part of the form is Road Closure Details
- Type of Road:** “Local”, “County”, or “State”
 - Closure Date/Time and Estimated re-opening Date/Time**
 - Cross Streets**
 - Road Status :** “Closed” or “Open”
 - Road Priority:** “Low”, “Medium”, “High”
 - Suggested Detour Options**
 - Reason For Closure**
 - Additional Details**

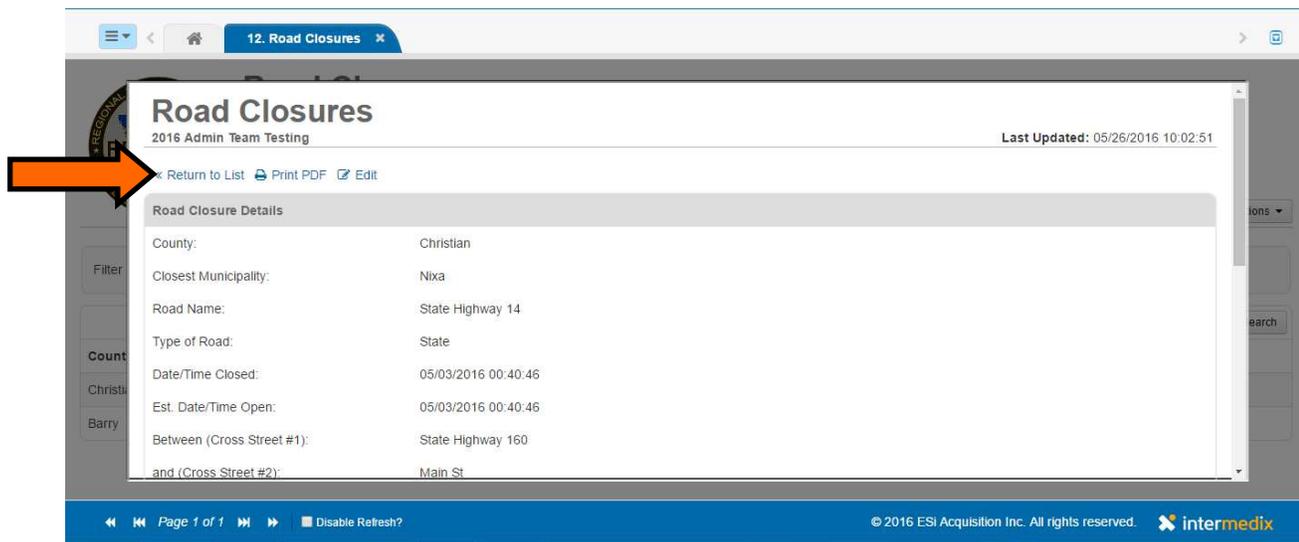


6. The final part of the form is Contact Information.

7. Click the “Save” button at the top of the screen, and your road closure should appear in the list.

8. To learn more about a particular road closure, under the “Details” column select 

9. To return to the Road Closure List after viewing details, select “Return To List”



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Region D WebEOC Mutual Aid Requests

1. The MO Reg-D Mutual Aid request board is used to place and fill requests through the Region D Multiagency Coordination Center (DMACC). A request may be made for resources that would require mutual aid typically from outside of the county that is affected.



2. In order to post a new request, click “New Request”

Region D Mutual Aid Requests

Incident: 2013 - Regional WebEOC Training Incident

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

[New Request](#)

My Requests | **View All** | View Offers

Search:

Status Filter: Open

| Tracking # | Details | Type | Qty | Item Description | Originator | Priority | Time Due | Status | Details |
|-----------------------------|--|--------------|-----------|--|--|--------------------------------|------------------------|--------|------------------|
| D-RR-4988 # of Offers: 0 | Resource Aircraft Carrier Strike Group | Strike | 1 | Aircraft Carrier Strike Group will consist of: 1-Nimitz Class Aircraft Carrier, 1-Ticondergo Cruise... [Read More] | MO Reg-D Greene EOC Logistics | High - within 3 hours | 10/08/2013 18:12:00 | Open | Select Update |
| D-RR-8424 # of Offers: 1 | Resource FLAT | CHOCO | 1 | ROUND COOKIE, WALNUTS, CHOCOLATE CHIPS, GOLDEN AND WARM... [Read More] | MO Reg-D MACC - State Emergency Mgmt | High - within 3 hours | 10/08/2013 17:44:00 | Open | Select Update |
| D-RR-5086 # of Offers: 3 | Resource kind | Type type | Qty 50 | details... [Read More] | WebEOC | Medium - next 3 to 24 hours | 10/08/2013 12:17:00 | Open | Select Update |
| D-RR-9327 # of Offers: 1 | Resource kind | Type type | Qty 3 | details... [Read More] | *MO Reg-D WebEOC Admin Team | Low - next 24 to 72 hours | 10/10/2013 12:37:00 | Open | Select Update |
| D-RR-0491 # of Offers: 0 | Resource kind | Type type | Qty 1 | item... [Read More] | WebEOC | Low - next 24 to 72 hours | 10/07/2013 15:59:00 | Open | Select Update |
| D-RR-7579 # of Offers: 1 | Resource kind | Type type | Qty 2 | details... [Read More] | WebEOC | (Select) | 10/03/2013 18:20:00 | Open | Select Update |

3. In order to place a request, fill out the request form. This form is similar to the 213RR process, however there are some differences. You will enter the quantity requested, kind, and type if known. The priority will be for “High” within the next 3 hours, “Medium” within the next 24 hours, and “Low” within the next 72 hours. Finish filling out the form with as much information as is known.

Mutual Aid Request

Resource Request Message Save Cancel

1. Incident Name: 2016 Admin Team Testing 2. Date/Time: 6/6/2016 14:06:08 3. Resource Request #: D-RR-9132

4. ORDER Note: ***Use additional forms when requesting different resource source of supply***

Request Details

| | | | | |
|--------|---------|---------|-------------|--|
| a. Qty | b. Kind | c. Type | d. Priority | e. Details item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info. |
| | | | (Select) | |

f. Requested Reporting:

Location: Date/Time Due:

5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes:

6. Length of Time Needed:

Request POC: Request POC Number:

POC Agency: POC Title:

Choose File No file chosen
 IMX Connect:
 Send notification email

Save Cancel

4. Once a request has been placed, it will show up in the list and be shown as “open”. The time due is automatically calculated based on the priority the requester submitted. The number of offers on a particular request is on the far left.

Region D Mutual Aid Requests

Incident: 2013 - Regional WebEOC Training Incident New Request

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Search: Search Clear Search My Requests View All View Offers Status Filter: Open

| Tracking # | Details | Type | Qty | Item Description | Originator | Priority | Time Due | Status | Details |
|-----------------------------|---|--------|-----|--|--------------------------------------|-----------------------------|---------------------|--------|---------------|
| D-RR-9939 # of Offers: 0 | Resource Law Enforcement Officers | Strike | 500 | need law enforcement officers to man road blocks... [Read More] | *MO Reg-D WebEOC Admin Team | Medium - next 3 to 24 hours | 10/18/2013 17:27:00 | Open | Select Update |
| D-RR-4988 # of Offers: 0 | Resource Aircraft Carrier Strike Group | Strike | 1 | Aircraft Carrier Strike Group will consist of: 1-Nimitz Class Aircraft Carrier, 1-Ticondergo Cruise... [Read More] | MO Reg-D Greene EOC Logistics | High - within 3 hours | 10/08/2013 18:12:00 | Open | Select Update |
| D-RR-8424 # of Offers: 1 | Resource FLAT | CHOCO | 1 | ROUND COOKIE, WALNUTS, CHOCOLATE CHIPS, GOLDEN AND WARM... [Read More] | MO Reg-D MACC - State Emergency Mgmt | High - within 3 hours | 10/08/2013 15:44:00 | Open | Select Update |
| D-RR-5086 # of Offers: 3 | Resource kind | type | 50 | details... [Read More] | WebEOC | Medium - next 3 to 24 hours | 10/08/2013 12:17:00 | Open | Select Update |
| D-RR-9327 # of Offers: 1 | Resource kind | type | 3 | details... [Read More] | *MO Reg-D WebEOC Admin Team | Low - next 24 to 72 hours | 10/10/2013 12:07:00 | Open | Select Update |
| D-RR-0491 # of Offers: 0 | Resource kind | type | 1 | item... [Read More] | WebEOC | Low - next 24 to 72 hours | 10/07/2013 15:59:00 | Open | Select Update |
| D-RR-7579 # of Offers: 1 | Resource kind | type | 2 | details... [Read More] | WebEOC | (Select) | 10/03/2013 18:22:00 | Open | Select Update |

5. Based on your position, you may be able to update or submit offers on the various requests. To make an offer on a request, click “Add Offer”.

Mutual Aid Request Detail

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Last Update: 10/17/2013 17:30:05 Print Request Return to List

Resource Request Message

| | | |
|---|--------------------------------------|------------------------------------|
| 1. Incident Name: 2013 - Regional WebEOC Training Incident | 2. Date/Time: 10/17/2013 17:24:32 | 3. Resource Request # D-RR-9939 |
|---|--------------------------------------|------------------------------------|

4. ORDER Note: *****Use additional forms when requesting different resource source of supply*****

Request Details

| | | | | |
|--------------------------|-------------------------------------|---------|--|--|
| Request a. Qty 500 | b. Kind Law Enforcement Officers | c. Type | d. Priority Medium - next 3 to 24 hours | e. Details item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info. need law enforcement officers to man road blocks |
| | | | | f. Requested Reporting: |
| Location EOC | Date/Time 10/18/2013 17:27:00 | | | |

5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes:
local police and sheriff departments

6. Length of Time Needed
3 days

| | |
|---------------------------------|------------------------------------|
| Request POC Tara Hammer | Request POC Number 417-555-5555 |
| POC Agency Greene County OEM | POC Title RESL |

Request Status
Open

Offer

| Jurisdiction | Offer Date/Time | Quantity | Item Description | Lead Time | Status | Details | Update |
|--------------|-----------------|----------|------------------|-----------|--------|---------|------------------|
| | | | | | | | Add Offer |

6. Fill out the offer form with as much information as possible.

Greene County OEM

Offer

Jurisdiction:

Name:

Point of Contact

Primary Phone:

Secondary Phone:

Email:

Offer Date/Time: 10/17/2013 17:38:21

Quantity:

Detailed Item Description:

Cost Information:

Lead Time Required:

Date/Time Available Until:

Notes:

Status: Pending

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Save Cancel Spell Check

6. Once an offer is made, it will show up on that specific request.

Offer

| Jurisdiction | Offer Date/Time | Quantity | Item Description | Lead Time | Status | Details | Update |
|--------------|------------------------|----------|------------------------------|-----------|---------|---------|--------|
| Center City | 10/17/2013 17:38:21 | 15 | Commissioned Police Officers | 3 hours | Pending | Select | Select |

7. Again, depending on your permissions, you may be able to see the further details, or you may be able to update the request.

| Jurisdiction | Offer Date/Time | Quantity | Item Description | Lead Time | Status | Update Offer | Offer Response |
|--------------|------------------------|----------|------------------------------|-----------|--------|--------------|----------------|
| Center City | 10/17/2013 17:38:21 | 15 | Commissioned Police Officers | 3 hours | | Select | Select |

8. To respond to an offer, click “Offer response”, and again fill out the form. (This will be done by the person who made the initial request, or who has the authorization to approve requests offers).

| Offer Response | |
|----------------------------------|---------------------|
| Name: | Tara Hammer |
| Offer Response Date/Time: | 10/17/2013 17:49:31 |
| Status: | Pending |
| Tracking Number: | DP-2502 |
| Authorized By: | |
| Report to Location: | |
| Report to Date/Time: | |
| Response Notes: | |

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

*Note: “Authorized by” may or may not be the person who is responding to the request. This will be the person who is accepting the financial responsibility of the fulfillment of the request, such as the EMD.

9. Once enough offers have been accepted to complete the order, the originator of the order can change the status of the request from open to either “Completed” or “cancelled”.

5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes:
 local police and sheriff departments

6. Length of Time Needed

| | |
|--|---|
| Request POC Tara Hammer | Request POC Number 417-555-5555 |
| POC Agency Greene County OEM | POC Title RESL |

Request Status
 Open 

| Offers | | | | | | Add Offer | |
|--------------|------------------------|----------|------------------------------|-----------|--------|--------------|----------------|
| Jurisdiction | Offer Date/Time | Quantity | Item Description | Lead Time | Status | Update Offer | Offer Response |
| Center City | 10/17/2013 17:38:21 | 15 | Commissioned Police Officers | 3 hours | | Select | Select |

Save Cancel Spell Check

10. Once an offer has been accepted, a “ticket to ride” deployment order will be generated. This packet includes a sheet to place in the windshield of the vehicle. It also comes with a print out of the deployment orders.

Mutual Aid Request Detail

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Last Update: 10/21/2013 13:48:09

Print Request Return to List
 Generate Ticket To Ride

Deployment Authorization #: D-RR-1686-DP-3987

Resource Request Message

| | | |
|---|-------------------------------------|------------------------------------|
| 1. Incident Name: 2013 - Regional WebEOC | 2. Date/Time: 10/18/2013 0:55:47 | 3. Resource Request # D DP 1696 |
|---|-------------------------------------|------------------------------------|

Window Decal:

Page 1 of 3

Window Sticker / Cover Sheet

Missouri Region D Mutual Aid Deployment



AUTHORIZATION TO DEPLOY

**Deployment Authorization #: D-RR-1686-
DP-3987**

This resource has valid authorization to deploy to the above incident. Additional documentation is available upon request.

Instructions to deploying resource: Place this "coversheet" in the window of each vehicle. Maintain a copy of your deployment paperwork and provide to operator of each vehicle for documentation purposes. Report to location indicated in your deployment paperwork. Maintain detailed log (ICS-214 preferred) of your activities.

http://webec.missouricountymgmt.com/ics2boards/board.aspx?tableid=504&viewid=2417 10/22/2013

Deployment Orders:



Missouri Region D Mutual Aid Request Detail

AUTHORIZATION TO DEPLOY

Do not deploy without valid authorization. Deployments without authorization will not be reimbursed.

Last Update: 10/21/2013 13:48:09

Deployment Authorization #: D-RR-1686-DP-3987

| Resource Request Message | | | |
|---|---------------------------------|--|--|
| 1. Incident Name: 2013 - Regional WeBeOC Training Incident | | 2. Date/Time: 10/18/2013 9:55:47 | 3. Resource Request # D-RR-1686 |
| 4. ORDER Note: ""Use additional forms when requesting different resource source of supply"" | | | |
| Request Details | | | |
| Request Details | a. Qty | b. Kind | c. Type |
| Request Details | d. Priority | e. Details item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info. | |
| Request Details | 500 | | Medium - next 3 to 24 hours |
| Request Details | f. Requested Reporting: | | 500 Police Officers with Traffic Vests and Flashlights for Traffic Control |
| Request Details | g. Location | Date/Time | |
| Request Details | Central City South Staging Area | 10/19/2013 9:57:00 | |
| 5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes: | | | |
| 6. Length of Time Needed | | | |
| Request POC John Doe | | Request POC Number 417-555-1212 | |
| POC Agency Central City EOC | | POC Title EMD | |
| Offer | | | |
| Jurisdiction: Liberty County | | | |
| Name: Ryan Smith | | | |
| Point of Contact: Primary Phone: 417-555-1212 | | | |
| Secondary Phone: | | | |
| Email: | | | |
| Offer Date/Time: 10/18/2013 09:57:29 | | | |
| Quantity: 50 | | | |
| Police Officers with cars, vests, lights | | | |

http://webec.missouricountymgmt.com/ics2boards/board.aspx?tableid=504&viewid=2417 10/22/2013

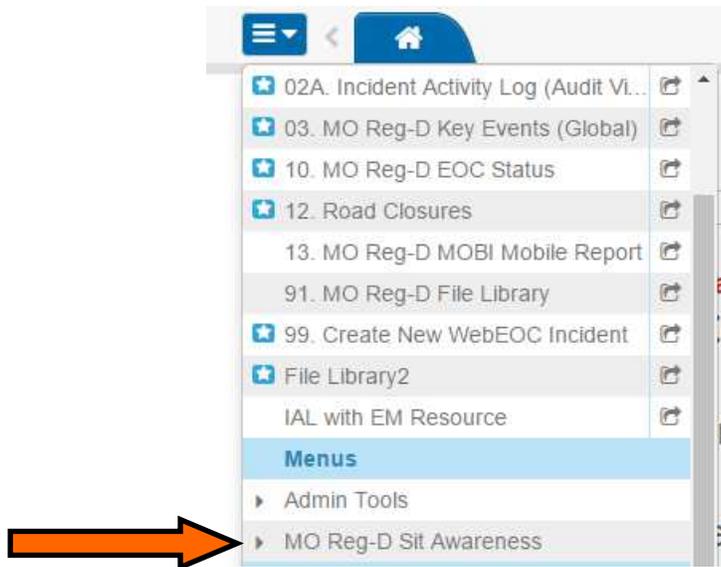
If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.



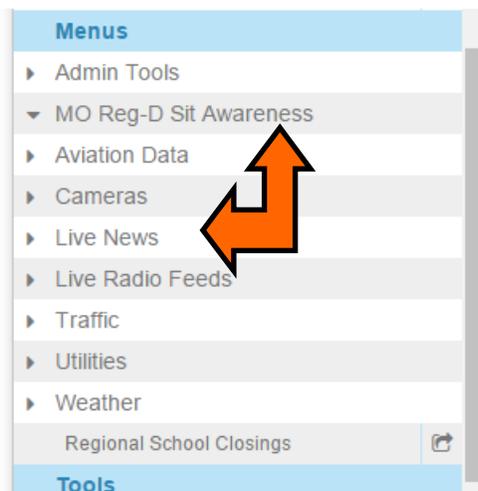
Region D WebEOC Situational Awareness Menu

NOTE: This is a continually changing menu. Things will be added and removed as deemed necessary. If you have any suggestions as to content in this menu, please email them to support@regiondwebeoc.org.

1. The Situational Awareness Menu is designed to allow you to access important information about the incident quickly and efficiently. To get to this board, click the “MO Reg-D Sit Awareness” under the menus section of your main WebEOC menu.



2. This will drop down additional options.

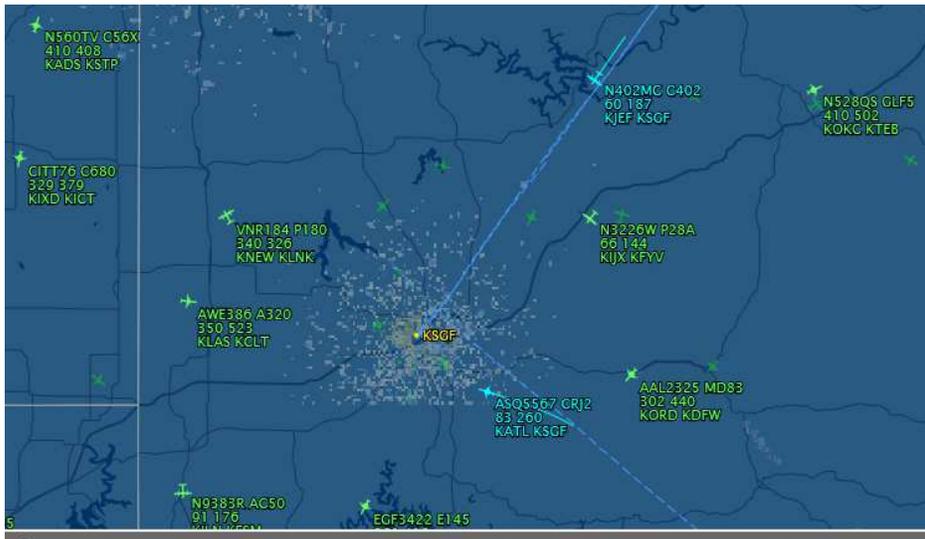


3. Clicking on the “Aviation Data” will drop down additional options with the links to the Flightaware Data for the various near by airports.

KBBG: Branson Airport

KJLN: Joplin Regional Airport

KSGF: Springfield-Branson National Airport



4. Clicking “Cameras” drops down additional options to view various tower cameras positioned around the region.

5. Clicking “Live News” will drop down additional options that will allow you to choose between multiple live news streams.

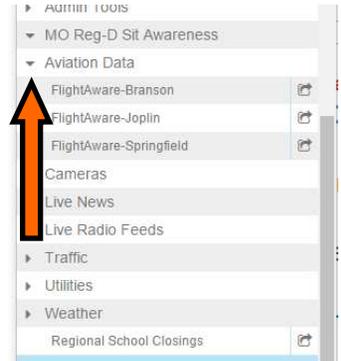
6. Clicking “Live Radio Feeds” drops down additional options to listen to live public safety radio feeds available.

7. Clicking “Traffic “ will drop down additional options for Springfield Traffic Cameras, MODOT I-44 Traffic Cameras, and the MO-DOT Region D Traveler Information Map.



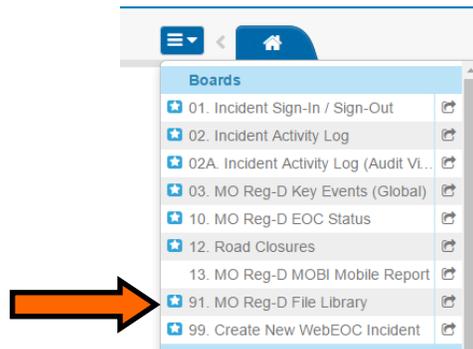
6. Clicking “Utilities” additional options drop down with power outage maps.
7. Clicking “Weather” brings up a menu with GR Level 3 data, and links to the NWS SGF Spot Fire Forecast, Ice Impact Index, Web Briefings, NWS Chat Live, a Short Range Ensemble Winter Weather, etc.
8. There is also a link to the Regional School Closings list.

NOTE: To collapse any of the drop down menus, click the option again.

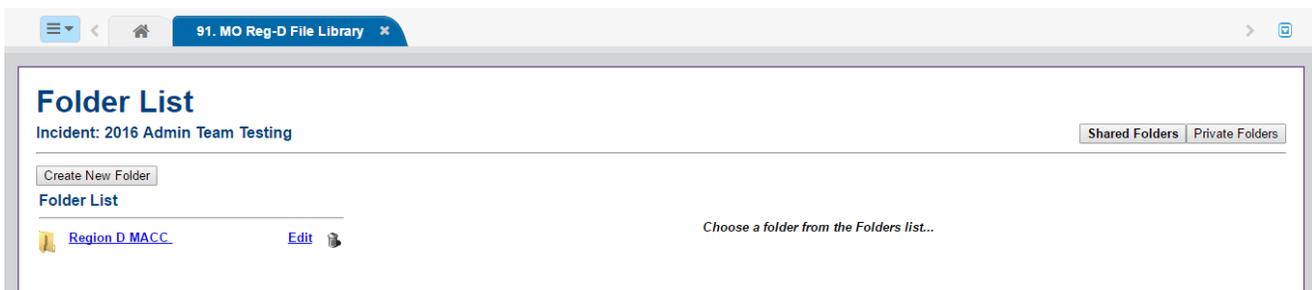


File Library

1. Board “91. MO Reg-D File Library” is utilized as a database of common documents that might be utilized in the field or EOC during an activation.



2. Currently, there are some various folders that have been added that anyone can access. However, only certain people, namely EMDs and the WebEOC Admin team, have access to edit these documents to ensure that these files do not become corrupted.

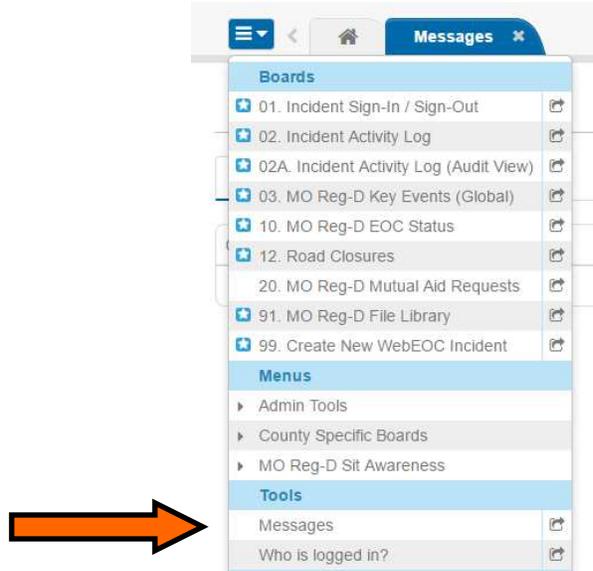


If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org

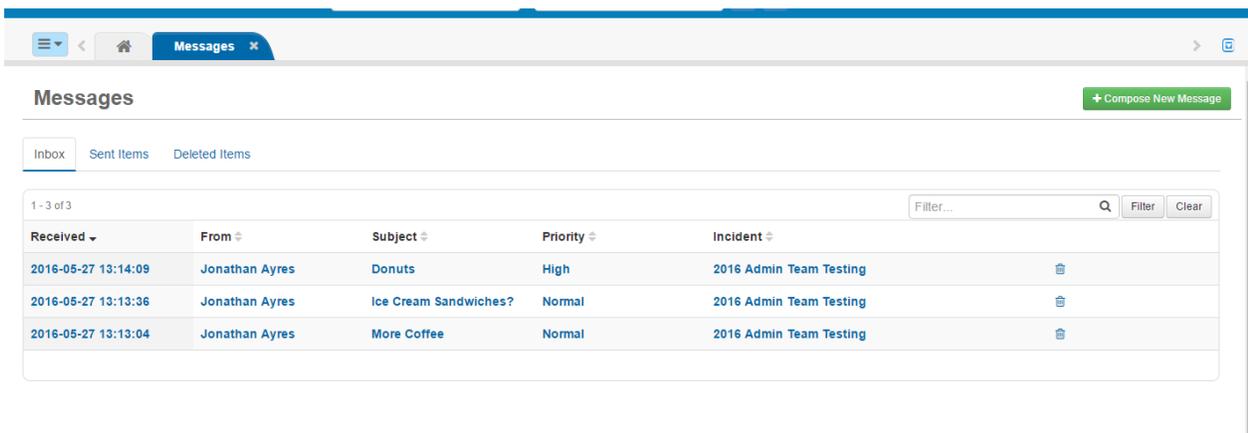


Region D WebEOC Messaging

1. If you would like to send an message to someone, similar to an email. Click “Messages” under your tools on your Main WebEOC menu.



2. On the Message tab, you will be able to see your inbox with all of the messages you have received and their information. Click on the message to open it, or click the Trash Can to delete it.



3. The message content will open, with the sender, receivers, and all other pertinent information. If you would like to respond to the message, you can click reply. You can also forward the message, or cancel to return to your inbox. The message can be printed by choosing the “Actions” drop down list (indicated). When you are done, click “Back to Inbox.”

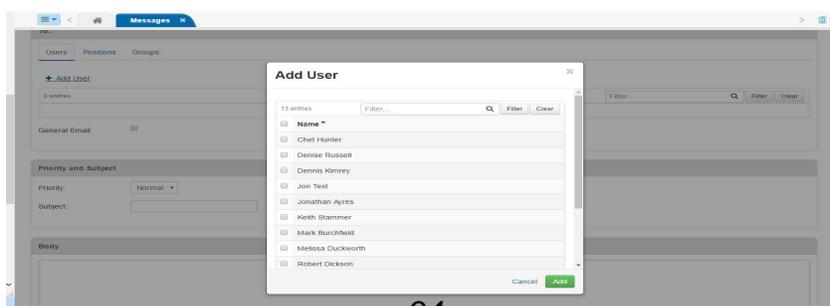


4. If you would like to compose your own message, click the green “Compose New Message” on the main Messages tab.

5. Choose the audience you would like to send a message to. You can choose “Users”, “Positions”, or “Groups”. Keep in mind, if you send it to a group, it will send it to EVERYONE in that group. Once you selected your audience click to add your addressee(s), e.g. adding users for individual messages.



6. You can choose one or more “Users”, “Positions”, or “Groups” to send a message. Then click add.



7. An optional email can be generated by clicking the “Generate Email” box and inputting email addresses. You WILL NOT be able to receive replies from external email addresses to the WebEOC Message System.

8. Choose the priority level you would like. You can choose “High”, “Normal”, or “Low”.

9. Add a subject like you would for an email, and type the message in the “Body” section.

10. If you would like to attach a document, click “Choose File” and locate the saved document you would like to attach.

11. Finally, click “send”.



11. When you receive a message, they appear on your  tab under the System-wide Message.

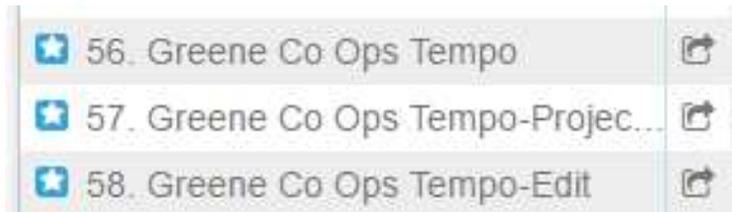


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Region D WebEOC Operational Tempo

1. The Operational Tempo is a timeline designed to be a visual aid for when specific events are occurring in the incident. This will be edited by the Planning Section mainly around their planning process, however other events such as press conferences, VIP visits, or other items may be placed on this board.



2. Only members of the Planning Section, as well as the Emergency Management Director will have board 58. This is the board in which items may be created or edited. Board 57 is designed for large screen projection, and board 56 is designed for people who wish to have this board opened on a personal computer in front of them.

3. Events may be added, and times will be shown in military time. As an event gets closer, the color of the bar will change. Events within 20 minutes will turn yellow, events within 10 minutes will turn orange, and events within 5 minutes will turn red. An event will remain red, until 5 minutes after its assigned time, and which point the event will recycle to the bottom. All events will be reset at midnight for the next day.



Incident: 2016 Admin Team Testing

Add New Event Print PDF

Ops Tempo

Wednesday, June 1st 2016, 11:25:47

| | | | | | |
|---------------------------------------|----------------|-------------|---------------------|---|--------|
| 11:30 <small>in 4 minutes</small> | Ice Cream Time | Admin Team | 06/01/2016 11:25:35 | 📄 | Update |
| 11:45 <small>in 19 minutes</small> | Cookie Time | All | 06/01/2016 11:25:41 | 📄 | Update |
| 15:30 <small>in 4h 4m</small> | Nap Time | Worker Bees | 05/11/2016 14:37:12 | 📄 | Update |

View Removed Entries

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.

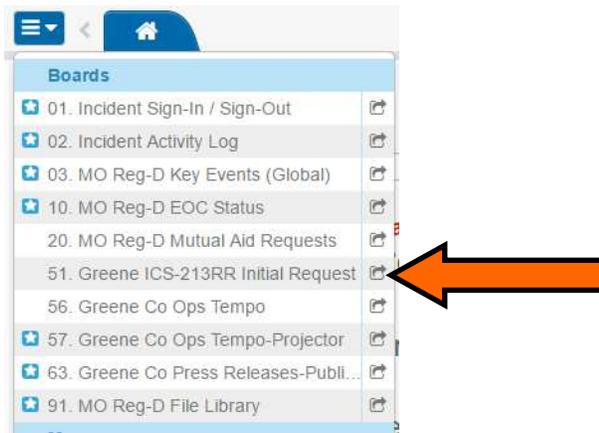


Region D 213RR Resource Request Process (Requestor)

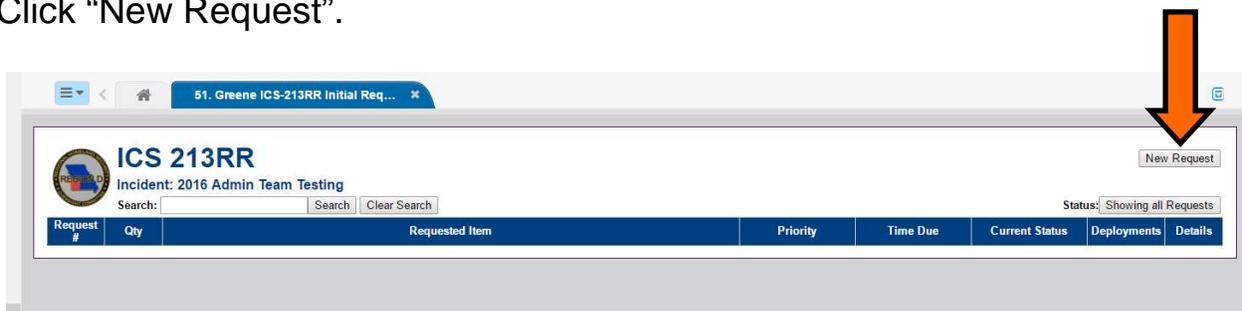
Note: Not all counties use the 213RR Resource Request process. If in doubt, contact your Local EMD.

Initial Request

1. If you need to request a resource during an incident, click on “51. County ICS 213RR Initial Req”.



2. Click “New Request”.



3. Fill out the request form. The fields highlighted in yellow must be filled out before it will let you submit the request, including the Priority field. Priority options are “Routine” for requests needed within 8 hours, “Urgent” for requests needed between 2 and 8 hours, and “Immediate” for requests needed within the next two hours.

ICS 213RR [Save] [Cancel]

Resource Request Message Purpose: The 213 RR CG is used by all incident personnel to request tactical and non-tactical resources ICS-213 RR CG (2/07)

1. Incident Name: 2016 Admin Team Testing 2. Date/Time: 6/1/2016 12:50:39 3. Resource Request #: [Greyed out]

4. ORDER Note: ***Use additional forms when requesting different resource source of supply***

Request

a. Qty b. Kind c. Type d. Priority e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.

f. Delivery Location Date/Time Due g. Order # (LSC) h. ETA (LSC) i. Cost

5. Suggested Source(s) of supply - POC phone number if known and suitable substitutes: 6. Requestor Name and Position Date/Time

All yellow shaded fields are required and will not let you save until complete

4. The request will then appear in the list and be shown as “Submitted.”

ICS 213RR Incident: 2016 Admin Team Testing [New Request]

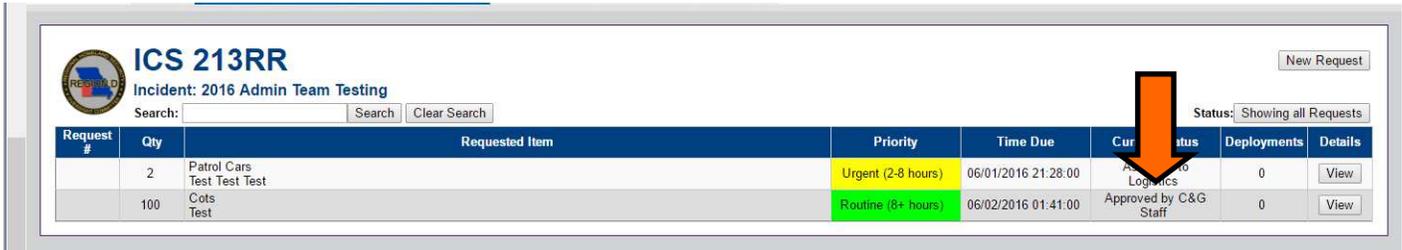
Search: [Search] [Clear Search] Status: Showing all Requests

| Request # | Qty | Requested Item | Priority | Time Due | Current Status | Deployments | Details |
|-----------|-----|-------------------------------|--------------------|---------------------|----------------|-------------|---------|
| | 2 | Patrol Cars Test Test Test | Urgent (2-8 hours) | 06/01/2016 21:28:00 | Submitted | 0 | [View] |

5. From here, you can continue to view the request as it goes through the process. It will have to be approved by your Section Chief, the Logistics Section Chief, and the Finance Section Chief.

Approval Process

1. After an initial request has been submitted, your Section Chief will have to approve the request. It will then appear as “Approved by C&G Staff”.



ICS 213RR
Incident: 2016 Admin Team Testing

Search: Search

Status: Showing all Requests

| Request # | Qty | Requested Item | Priority | Time Due | Current Status | Deployments | Details |
|-----------|-----|-------------------------------|--------------------|---------------------|-----------------------|-------------|-------------------------------------|
| | 2 | Patrol Cars Test Test Test | Urgent (2-8 hours) | 06/01/2016 21:28:00 | Assigned to Logistics | 0 | <input type="button" value="View"/> |
| | 100 | Cots Test | Routine (8+ hours) | 06/02/2016 01:41:00 | Approved by C&G Staff | 0 | <input type="button" value="View"/> |

2. From here, it will go to the Logistics Section in order to find the item and price it.

| Request # | Originator | Qty | Requested Item | Priority | Time Due | Finance Status | Status | Deployments | Details |
|-----------|---|-----|---|--------------------|------------------------|----------------|-----------------------|-------------|-------------------------------------|
| | Tara Hammer MO Reg-D Greene Law Enforcement | 3 | Patrol Cars Patrol cars with two patrol officers per car | Routine (8+ hours) | 03/06/2013 22:48:00 | Pending | Assigned to Logistics | 0 | <input type="button" value="View"/> |

3. Once Logistics has located the item, and priced it, it will go to the Finance Section for Approval.

| Request # | Originator | Qty | Requested Item | Priority | Time Due | Finance Status | Status | Deployments | Details |
|-----------|--|-----|---|--------------------|------------------------|----------------|-----------------------------|-------------|-------------------------------------|
| 0032 | Tara Hammer MO Reg-D Greene Law Enforcement | 3 | Patrol Cars Patrol cars with two patrol officers per car | Routine (8+ hours) | 03/06/2013 22:48:00 | Pending | Waiting on Finance Approval | 0 | <input type="button" value="View"/> |

4. After Finance Approval, it will go back to Logistics for the deployment of the resources. As it is being filled, it will show “In Progress” and the number that have been filled under “Deployments”. Once the order is filled, it will show “Complete”.

5. If at anytime you would like to see more information on where your resource request is in the process, click the “View” button on the right hand side of the request.

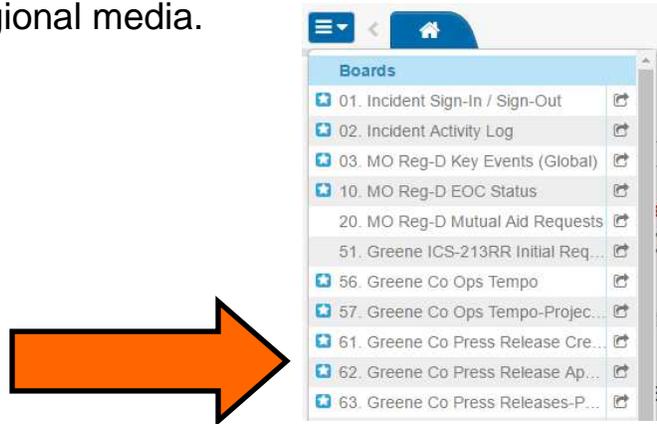
| | | | | | | | |
|------|---|---|--------------------|------------------------|-------------|---|-------------------------------------|
| 0032 | 3 | Patrol Cars Patrol cars with two patrol officers per car | Routine (8+ hours) | 03/06/2013 22:48:00 | In Progress | 2 | <input type="button" value="View"/> |
|------|---|---|--------------------|------------------------|-------------|---|-------------------------------------|

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebec.org.



Region D WebEOC Press Releases

1. The Press Releases board is utilized by the Public Information Officers in the Joint Information Center on an incident, if activated. The creation of the initial press release is done in Board 61. Once the press release is created, it must then be approved by the lead PIO. Upon approval, this press release will appear to the rest of the WebEOC users on the incident, as well as automatically be pushed to the regional media.



2. To create a new Press Release, begin in Board 61, and select “New Entry” in the upper left corner of the screen.

3. The Press Release will be given a title, who it is published by or the point of contact, and the text. An attachment may also be made, if pictures or a PDF are necessary.

4. Once a press release has been created, it will appear in the “Approval” Board (Board 62) as well as on the creation board (Board 61), as “pending”.

| Title | Date/Time | Approval Status | Press Release Text | Attachment | Update |
|--------------------|---------------------|-----------------|---|------------|--------|
| Test Press Release | 02/18/2014 15:11:53 | Pending | This is a test of the Press Release System for WebEOC. Used to create the Press Release Help Files. | | Select |

5. Once a press release has been created, it will then need to be approved. Going into Board 62 “Press Release Approval Process” you will see the press release is now showing Pending. Click “Update” to go into the approval process.

6. In this step, the Press Release title and text may be edited. Once a press release has been “Approved”, it will appear in the Approved Press Release Board for everyone on the incident to see, as well as be emailed to local and regional media.

Press Release Approval Process

Title:

Attachment: No file chosen
 No file chosen
 No file chosen
 No file chosen
 No file chosen

Publisher/POC:

Approval Status: Pending Approved Not Approved

Media E-Mail Distribute?

***** WARNING: IF YOU CLICK "APPROVED" AND SAVE, THIS PRESS RELEASE WILL BE IMMEDIATELY EMAILED TO LOCAL/REGIONAL MEDIA! *****

Press Release Text:

If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org.



Region D WebEOC Help Desk

1. The WebEOC Help Desk may be accessed either on the main page of WebEOC, or on the menu after log-in.



2. Clicking on either of these links will open up another webpage that will lead into our help portal. By clicking the “Open a New Help Ticket” you will be lead into a form that will automatically email the WebEOC Admin team with any problems that you may be having with WebEOC.

Welcome to the Missouri Region D WebEOC Support Center



In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests. A valid email address is required to submit a ticket.



Open A New Ticket

Please provide as much detail as possible so we can best assist you. To update a previously submitted ticket, please login.

[Open a New Ticket](#)



Check Ticket Status

We provide archives and history of all your current and past support requests complete with responses.

[Check Ticket Status](#)

Be sure to browse our [Frequently Asked Questions \(FAQs\)](#), before opening a ticket.

3. Please fill out the form completely. The more detail you can provide on your problem will help the Admin team quickly assess what can be done.

pen.php

MISSOURI REGION D WEBEOC ADMINISTRATION TEAM
WWW.REGIONDWEBEOC.ORG
SUPPORT@REGIONDWEBEOC.ORG
facebook www.facebook.com/regiondweboc

Support Center Home Open a New Ticket Check Ticket Status

Open a New Ticket

Please fill in the form below to open a new ticket.

Help Topic:

Contact Information

Email Address:

Full Name:

Phone Number: Ext.

Ticket Details

Please Describe Your Issue

Issue Summary:

Issue Details:

Drop files here or choose them

4. After submitting a ticket, you will be sent an email confirming the ticket creation. At this time, it will also email all of the information you have inputted into the system. This allows for the Admin Team to be able to track ongoing issues, as well as address the needs more quickly. Please utilize this, or the support@regiondweboc.org email address when requesting help with WebEOC, rather than Admin Team personal emails.

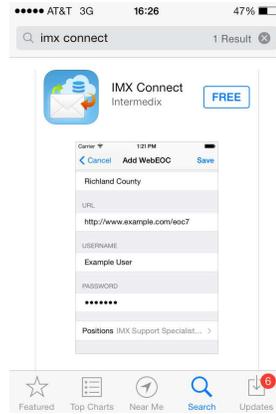
If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondweboc.org.



Region D WebEOC IMX Connect-Apple Devices

Version 1.2

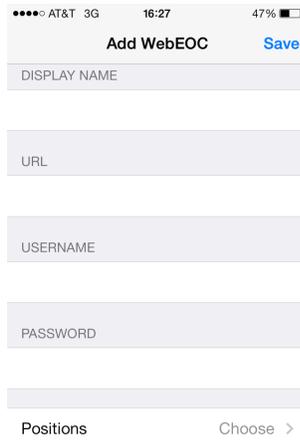
1. In your phone's App Store, search for IMX Connect.



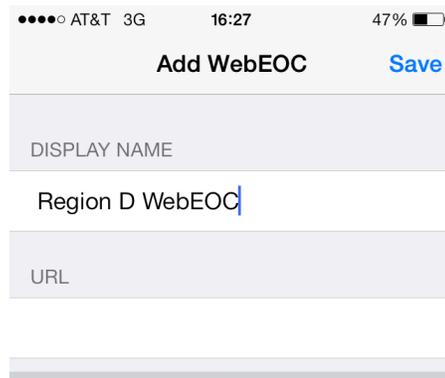
2. Download the app, and it will appear with the rest of your apps on your phone.



3. Click on the app, and it will ask you for log-in information.



4. The “Display Name” is important if you have accounts on multiple WebEOC Servers. Most of you will just put “Region D WebEOC” or whatever makes sense to you.



●●●○ AT&T 3G 16:27 47%

Add WebEOC Save

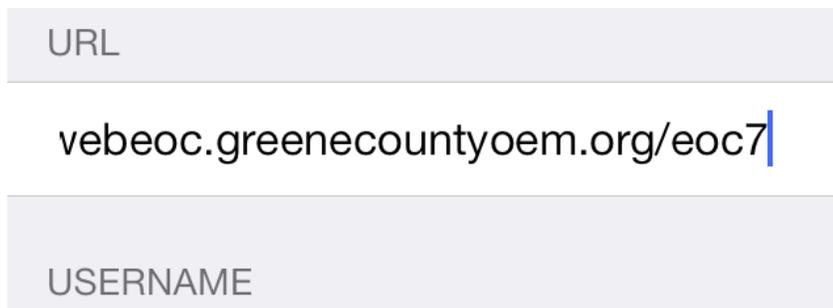
DISPLAY NAME

Region D WebEOC

URL

5. The URL is: <https://webeoc3.greencountyoem.org/eoc7>

***NOTE: you must enter the “https://”

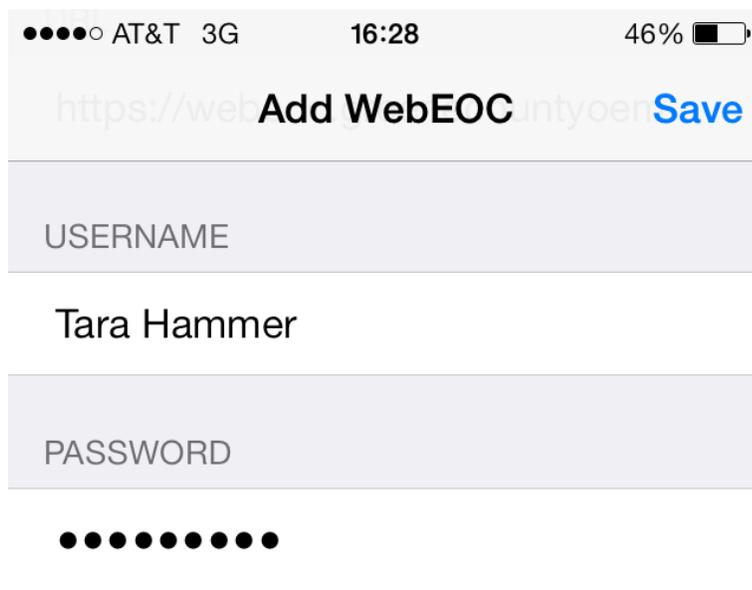


URL

vebeoc.greencountyoem.org/eoc7

USERNAME

6. The User name and password are the same as you would use to log into your normal WebEOC Account.



●●●○ AT&T 3G 16:28 46%

<https://webeoc3.greencountyoem.org/eoc7> Add WebEOC Save

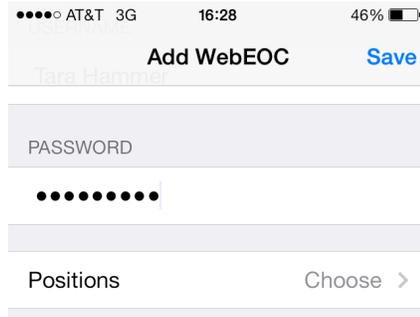
USERNAME

Tara Hammer

PASSWORD

●●●●●●●●●●

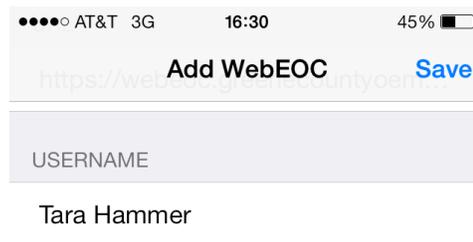
7. Once that information is in, it will connect to the server. Click Positions.



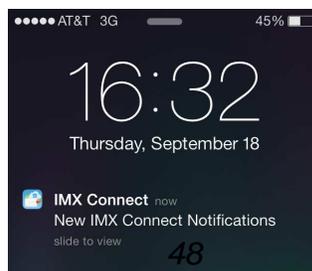
8. This will bring you to a list of all of the positions available to you. Check the ones you would like to receive push notifications for.



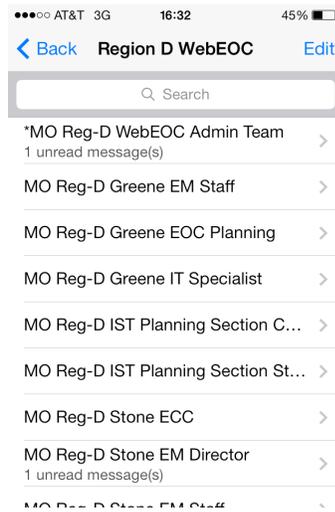
9. Click Done. This will bring you back to the page with the log-in information. Click Save.



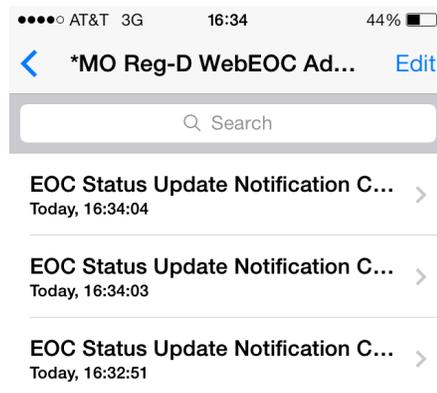
10. Your account is now set up. When someone makes a change on a board that you are in the group to receive notifications, a notification will pop up, just like a text message would.



11. When you open it, you will notice that there are unread messages under the position that it applies to.



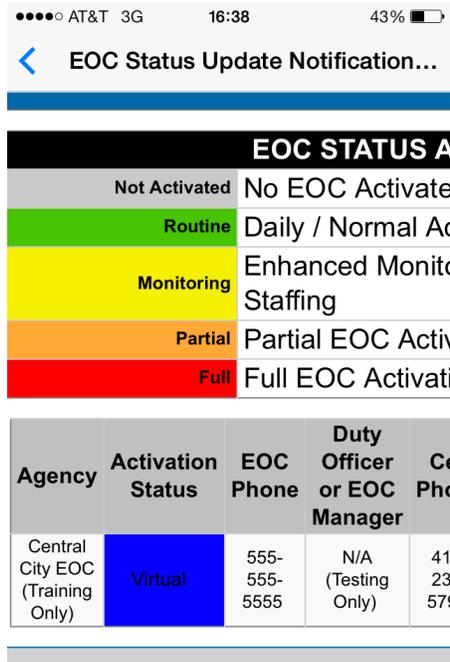
12. Clicking on that position will bring up a list of all the notifications for that position. New messages will be in black, messages you have read will be grayed out.



13. Clicking on the message will bring up the data in its raw format.



14. Clicking on “Open in WebEOC” will bring it to a page you are used to seeing.



If you require assistance with WebEOC Login, Password Resets, or other assistance; contact your County Emergency Management Director or e-mail support@regiondwebeoc.org



Region D WebEOC IMX Connect-Android Devices

Version 1.2

1. In your phone's App Store, search for IMX Connect.

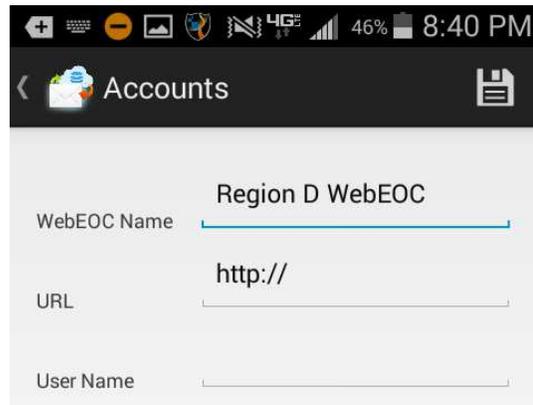


2. Download the app, and it will appear with the rest of your apps on your phone.



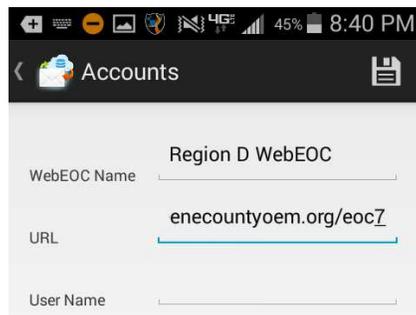
3. Click on the app, and it will ask you for log-in information.

4. The “Display Name” is important if you have accounts on multiple WebEOC Servers. Most of you will just put “Region D WebEOC” or whatever makes sense to you.

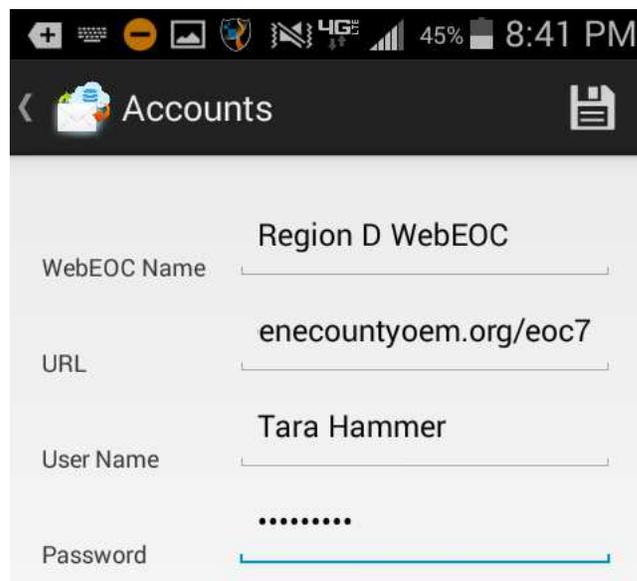


5. The URL is: <https://webeoc3.greenecountyoem.org/eoc7>

***NOTE: You must enter the “https://”

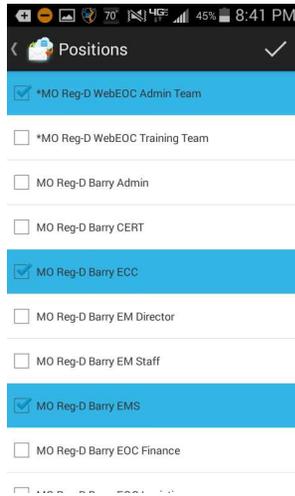


6. The User name and password are the same as you would use to log into your normal WebEOC Account.

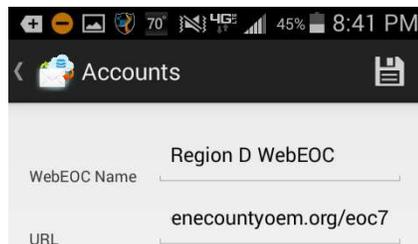


7. Once that information is in, it will connect to the server. Click Positions.

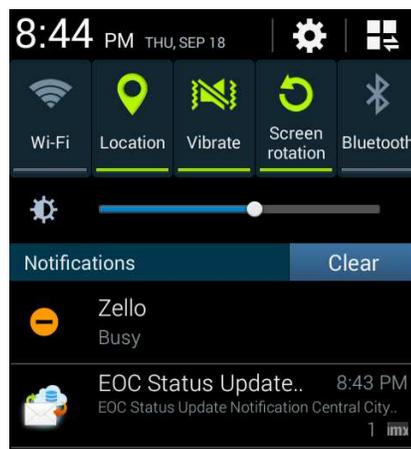
8. This will bring you to a list of all of the positions available to you. Check the ones you would like to receive push notifications for.



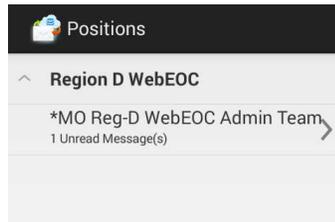
9. Click Done. This will bring you back to the page with the log-in information. Click Save.



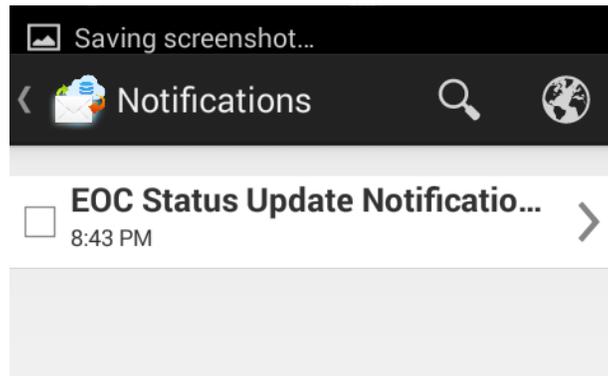
10. Your account is now set up. When someone makes a change on a board that you are in the group to receive notifications, a notification will pop up, just like a text message would.



11. When you open it, you will notice that there are unread messages under the position that it applies to.



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