

WebEOC 8 Quick Reference Guide

Logging In

Click on **WebEOC Icon** on NDDes page (www.nd.gov/des)

1. Policy statement page opens, click **Accept** to the terms and conditions. The **Login** page opens.

WebEOC 8.0 Login

WARNING!
Information contained within WebEOC is considered sensitive and For Official Use Only (FOUO). The documents and information contained within the system are not for public release and should not be distributed to non-WebEOC members or those without a valid need to know unless approved by NDDes. Failure to comply with the information security requirements may result in loss of WebEOC access.

Accept

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2. Enter your **Username** and **Password**.
3. Click **Log In**.

WebEOC 8.0 Login

Username: Adams-Geneva Anderson

Password: *****

Log In

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4. Select the **Position** that applies to your current role.
5. Select the **Incident** you want to access.
6. Click **Continue**.

WebEOC 8.0 Login

Position: Adams County EM

Incident: Master View

Cancel Continue

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7. **Additional Login Information** page opens, ensure the required fields, designated by a red asterisk *, are complete
8. Click **Continue**.

WebEOC 8.0 Login

Additional Login Information

Name: * Geneva L. Anderson

Location: * SEOC

Phone Number: *

Email: * geanderson@nd.gov

Comments: *

Cancel Continue

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Turning Off Pop-up Blocker (you must always allow pop-ups to run WebEOC)

- Choose **Tool**
- Click always **Allow Pop-ups for this Site**

Logging Out of WebEOC

From any tab, click **Logout** next to your name in the header

Home Page

When logged in you will be taken directly to the **Home** page. You can return to the Home Page at any time by clicking on the home tab.

The **Home** page displays agency information, as well as the system-wide message and other notifications that keeps users informed of important information.

WebEOC Home Page

Notifications

System-wide Message

For system-wide messages, click on the link in the header.

You can change your **Position** and/or the **Incident** at any time after log in. Click the arrow next to each respective field in the header to change to another **Position** or access a different

Control Panel

From the **Home** page, click the menu icon in the upper left corner of the page.

Click on the board, menu, tool, or plug-in you want to view. A new tab, colored dark blue, opens in the existing window.

WebEOC Control Panel

Events (Significant Events)

Search: [Search] [Clear Search]

Local After Action Comments

Local Contacts

Local Event Log

Local File Library

Local Hazard Tracking

Statewide Declarations

Statewide Events (SEOC Significant)

Statewide Flood Risk Assessment

Statewide Incident Summary

Statewide Intel Updates

Statewide Out of Office

Statewide Regional Resource/Capacity

Statewide Request For Assistance

Statewide SEOC Action Plan (SEOC)

2015 Incident Tracking Control

Points of Distribution (PDMA) (Plan)

Public Information

Incident

Incident Requested For Assistance

Clicking the window icon to the right of the name on the control panel opens that option in a new window vs a tab.

If you have multiple tabs open, when an update is made in another board the system notifies you by changing the applicable tab's color to light blue.

WebEOC Interface with Multiple Tabs

Local Event Log

Statewide Events (SEOC Significant)

Statewide Request For Assistance

Navigating Between Tabs

When you have multiple tabs open, you can quickly move from one to another by using the menu icon on the right side of the tab bar. Select the board you want to view from the list.

WebEOC Interface with Incident Action Plan (IAP) Tab

Incident: 8.0 Testing

Operational Period Date

Operational Period Time

Incident Action Plan (IAP)

You can also scroll through the open tabs when they expand beyond the visible area by clicking the arrow icons to the left and right of the tabs. The tabs slide in the opposite direction to reveal any hidden tabs.

No matter what board, menu, tool, or plug-in you are currently viewing, you can always return to the Home page at any time by clicking on the Home tab at the top of the page.

North Dakota WebEOC Administrator:

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NDDes WebEOC

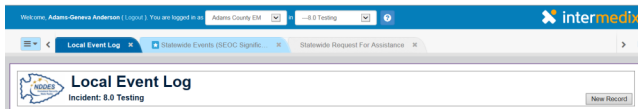
<http://www.nd.gov/des/planning/webeoc-training/>

UPDATED 2/1/16

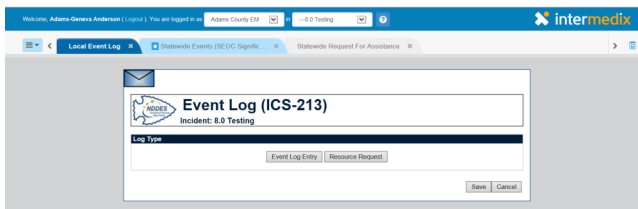
Making an Event Log (information only)

The Event Log is used to submit information (i.e. situation reports) and/or requesting assistance.

Click on **New Record** to make an entry.



Click on **Event Log Entry** to submit information.



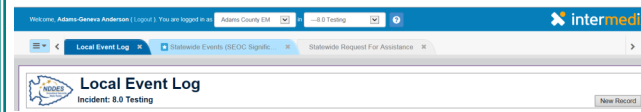
Enter your information and add attachments, if applicable.

BEFORE you click Save, **check the box** at the bottom of the form next to **“Submit to State EOC”** to submit your entry to the State. If you do not check the box the information will remain in your Event Log and not be viewable by the State.

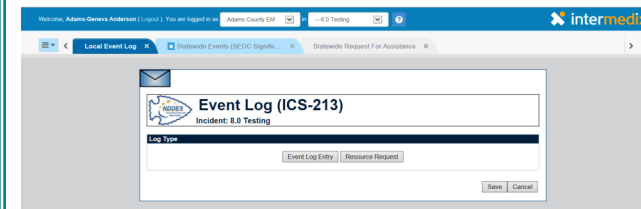
Submitting a Request for Assistance

Utilize the Event Log to submit a request for assistance to the State.

Click on **New Record** to make an entry.



Click on **Resource Request** to submit a request for assistance.



Complete **ALL** fields.

BEFORE you click Save, **check the box** at the bottom of the form next to **“Submit to State EOC”** to submit your request to the State. If you do not check the box the information will remain in your Event Log and not be viewable by the State. If time sensitive, follow up with a call to the NDDes Duty Officer so they can act on it immediately.

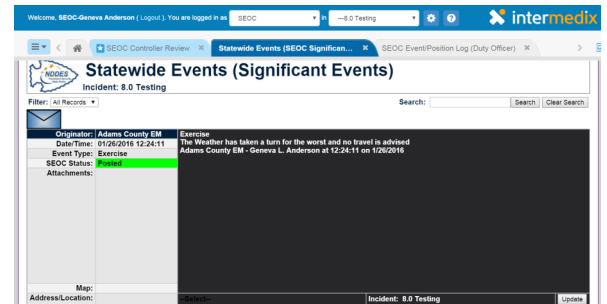
Request for Assistance Board

The Request for Assistance Board provides users the ability to track the status of requests. Users only see those resources they requested or those assigned to them.

Incident No.	Requesting Agency	Assigned To	Resource Requested	Order Time	Quantity	Location Needed	Map Label	Priority	Status	Details	Update
16-001-01	Adams County EM	NO DOT	Generator	6/15/2016 12:12:43	1	1701 Main St. Hettlinger		Critical (with 10 hrs)	New Request		

Statewide Events Board (OLD Significant Events)

The Statewide Events Board allows for sharing of statewide incident-related information with all users.



File Library

The File Library is used to upload and store documents for access via WebEOC.

Folder List

Name
1 USACE Flood Fight Handbook
2 2013 Threat and Hazard Identification and Risk Assessment (THIRA)
3 Emergency Operations Center Action Plan (EOC-AP)
4 FY2012 ND Public Assistance Threshold
5 Interpreters
6 Logo's
7 National Guard Resource Handbook
8 ND Crude Oil Response Preparedness Report (December 2015)
9 ND Disaster Procedures Guide
10 ND VOAD
11 NDDes Duty Officer Checklists
12 NDDes Equipment SOP's
13 NDDes Resource Handbook
14 Online Resources: Dashboards (Bio-Terrorism, Flight Info, Hazmat, Nuclear
15 Producing Emergency Plans
16 Response Alert Notifications (RAN)
17 Sargent County
18 SEOC ICS 213 Form
19 SEOC UCS
20 State Emergency Operations Plan

WebEOC Mapper

Mapper is a GIS mapping application developed to maintain a Common Operating Picture (COP) among multiple agencies and jurisdictions.

