

State of New Hampshire
Division of Homeland Security and Emergency Management
State Emergency Operations Center



WebEOC[®] User Guide

Version 5.0

UPDATED AS OF 6/09/2017

If you experience issues logging in or with your WebEOC account,
contact HSEM at 603-271-2231, 603-223-3663 nheoc@dos.nh.gov.

TABLE OF CONTENTS

Introduction	1
Policy	1
Access & Training	1
Emergency Support Functions	2
WebEOC Quick Reference	8
WebEOC Decision Tree	9
WebEOC Information Flow	10
Control Panel	13
Boards	14
01. Activity Log	14
02. Mission Tasks.....	18
03. Situational Awareness.....	21
04. Road Closures	22
05. Shelters	24
06. Situation Reports and IAPs	26
07. Press Releases	27
08. After Action Report (AAR).....	28
09. SEOC Timeline	29
Branch and Section Logs	30
Local Liaison Section Logs.....	31
File Library	32
Menus	34
EOC Configuration	34
ICS Forms.....	35
SS Form.....	36
Web Links.....	37
Tools	38
Sessions.....	38
Messages.....	39
Plugins	41
Chat.....	41
Logging Off	41



Introduction

The State of New Hampshire, Department of Safety, Division of Homeland Security and Emergency Management (HSEM) maintains a crisis-disaster management system, WebEOC, to manage large scale events, disasters and support or increase public safety information sharing – providing real-time situational awareness. One of the primary objectives of WebEOC is to provide incident commanders, community leaders and command level personnel a common operating picture of public safety operations, sensitive information and infrastructure problems, and/or disruptions upon which to make informed, effective decisions in response, recovery, and mitigation efforts.

WebEOC is also used as a gateway to share information between the State Emergency Operations Center (SEOC) and federal, state, local public safety entities, and critical infrastructure partners. Additionally, WebEOC is one of the primary means of communications and incident management for the SEOC.

Policy

HSEM shall maintain control of user access to WebEOC and limit such access to key personnel who may be involved in emergency operations and/or have the need to communicate with the SEOC. All users are required to sign a User Agreement Form in accordance with this policy. All users are required to attend the standard WebEOC class prior to use. All users shall comply with the User Agreement.

HSEM reserves the right to terminate a user's access to the WebEOC system at any time for suspected violation of this policy, operational security, or negligent use.

Access: Access to the WebEOC system is intended for public safety representatives who serve in an operational capacity during large scale events or disasters, emergency management personnel, utility or critical infrastructure operational directors, HSEM personnel, and other Federal, State, local personnel, who require access to real-time information to make informed management decisions during events, incidents, or disasters. Personnel will only be granted access if there is a true need to communicate with the SEOC, establish operational situational awareness, or access the management tools used within WebEOC.

Termination & Separation: Supervisors of those personnel who are granted access to WebEOC shall immediately notify the WebEOC Administrator upon separation of the individual from the agency or entity in which access rights were granted. Additionally, the supervisor shall immediately notify the WebEOC Administrator should there be a change in position of personnel within their agency to a position/level which no longer requires access. In order to maintain security of the system and manage the large number of users, access requirements will be strictly enforced.

Users are required to log into the system at least once per calendar quarter. Failure to log in during this time frame may result in termination of access. Should user access be terminated, the user's supervisor will be required to make a request for reinstatement of the individual to the WebEOC Administrator. Annual certification of right of access by positions will be required.

Access & Training

All WebEOC users are required to have an individual account to access the system. To request access, a user must submit a *WebEOC User Account Request Form* to HSEM. Completing the form requires approval authorization signatures and a justification as to why access is needed.

WebEOC training is scheduled at the SEOC every month and pre-registration is required. To schedule personnel to attend the training, please email nheoc@dos.nh.gov. Space is on a first come, first serve basis. Regional Trainings can be scheduled at various sites throughout the state. These are arranged in coordination with the HSEM Field Representative for the area.



Emergency Support Functions

ESF #1 – TRANSPORTATION addresses emergency-related transportation issues that include assessing damage to and restoring and maintaining land, air and water transportation routes during disasters or emergencies in coordination with governmental and private organizations, as required. ESF #1 supports evacuation and re-entry operations for threatened/involved areas and the transportation of response personnel, materials, goods and services to emergency sites.

ESF #2 – COMMUNICATIONS AND ALERTING ensures the provision of communication to support State, regional and federal communications efforts. ESF #2 is responsible for the provision of emergency warning and notifications to the public and response personnel as well as the back-up, restoration and repair of the telecommunications infrastructure.

ESF #3 – PUBLIC WORKS AND ENGINEERING addresses most engineering concerns that are not related to transportation systems and becomes involved in a wide array of mission types to assist local governments in response and recovery efforts. These missions include inspection and assessment; debris removal management; demolition and stabilization; reconnaissance; emergency repairs; and, temporary and permanent construction.

ESF #4 – FIREFIGHTING is responsible for fire suppression in rural, urban and wild-land settings that result from naturally occurring, technological or human-caused disasters or emergencies. Local jurisdictions have the responsibility of providing basic fire service protection. In some situations, the functions and duties of the responders will mimic normal day-to-day operations with the coordination of State firefighting activities.

ESF #5 – EMERGENCY MANAGEMENT is the coordination of State incident management and response efforts to support local efforts. It encompasses the coordination of activities identified in the SEOP; the operation of the SEOC; incident action planning; situational awareness and information sharing; and, provides direction and control over the use of State resources.

ESF #6 – MASS CARE, HOUSING AND HUMAN SERVICES addresses, coordinates and reports on the emergency mass care activities of the State and partner NGOs responsible for sheltering, feeding, counseling, temporary housing and related social services and welfare activities required to assist disaster clients. In addition, this ESF is responsible for the safety and well-being of household pets in shelters.

ESF #7 – RESOURCE Support provides support to State and local entities involved in emergency response and recovery. This support includes locating, procuring and issuing resources including equipment, supplies, facilities, and services required by emergency responders and disaster survivors.

ESF #8 – HEALTH AND MEDICAL addresses public health and medical services concerns during disaster or other emergencies. Public health concerns include, but are not limited to: assessment and surveillance of health needs of the affected communities; provision of health-related services and supplies; identification of areas where health problems could occur; testing of products for public consumption; and environmental testing. Medical services' concerns include, but are not limited to: logistical support for State health personnel in the field; supply and restocking of health-related equipment and supplies; testing and/or disposal of food, medicine and other related products affected by the disaster/emergency; assistance in assessing potable water and wastewater/solid waste disposal issues and coordination of equipment; assessment of medical needs of the affected communities in coordination with local



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emergency medical personnel; provision of medically related services and supplies that support the affected communities; and assistance and support for mass fatality and triage sites.

ESF #9 – SEARCH AND RESCUE (SAR) provides guidance and organization of State agencies that may be employed during SAR operations, in both urban and rural scenarios. SAR operations include, but are not limited to: the location; recovery and extrication of victims who have become lost or entrapped as a result of a disaster or life-threatening emergency; and includes swift water rescue.

ESF #10 – HAZARDOUS MATERIALS (HAZMAT) RESPONSE is unique, because, depending on the type of hazardous material involved, the Lead agency role may be shared. In a hazardous materials event, responsibilities include: providing a coordinated state response in accordance with ICS; coordinating the response of local, regional, State and federal agencies and groups; assisting local agencies in the assessment of, response to and recovery from hazardous materials incidents; ensuring that prompt measures are taken to contain, remove and dispose of spilled hazardous materials; and advising the public, in concert with local agencies, of the situation, potential dangers and protective actions they should take.

ESF #11 – AGRICULTURE, CULTURAL AND NATURAL RESOURCES addresses concerns regarding agricultural functions in the State of New Hampshire during disaster or emergency situations as well as the effect of an incident upon the natural and cultural resources of the State. These concerns include: assessment and surveillance of agriculture needs within affected areas; provision of agriculture-related services and supplies; identification and application of appropriate agriculture assistance programs; and obtaining and delivering emergency food supplies in coordination with the U.S. Department of Agriculture (USDA). In addition, this ESF is responsible for the care and well-being of large animals and livestock during an incident. This ESF is responsible for the protection and assistance in restoration of the significant natural and cultural resources within the State.

ESF #12 – ENERGY coordinates with utilities and related governmental and private organizations to provide information for state-level assessment, response and recovery operations related to fuel shortages, power outages and capacity shortages that may impact New Hampshire. This ESF provides information on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies.

ESF #13 – PUBLIC SAFETY AND LAW ENFORCEMENT response and recovery activities can include the following: maintaining law and order within legal authority; assisting with the dissemination of alerts, warnings and notifications; coordinating law enforcement activities from local EOCs and command centers as needed to manage resources and personnel; staffing for roadblocks, traffic control points and other sites; conducting law enforcement investigations; providing evacuation/relocation support; providing communications to support agencies; supporting the relocation and temporary detention of persons confined to correctional and/or high risk institutions; and, maintaining and protecting logs, records, digests and reports essential to government and emergency operations.

ESF #14 – VOLUNTEER AND DONATIONS MANAGEMENT supports local jurisdictions in the restoration of communities damaged by a disaster or emergency by coordinating the efficient and effective delivery of donated goods and volunteer services to the impacted areas. This ESF is the liaison for those voluntary organizations that provide disaster services within the State, so that capabilities and resources are effectively integrated with other local, State and federal agencies to meet the needs of the disaster or emergency.



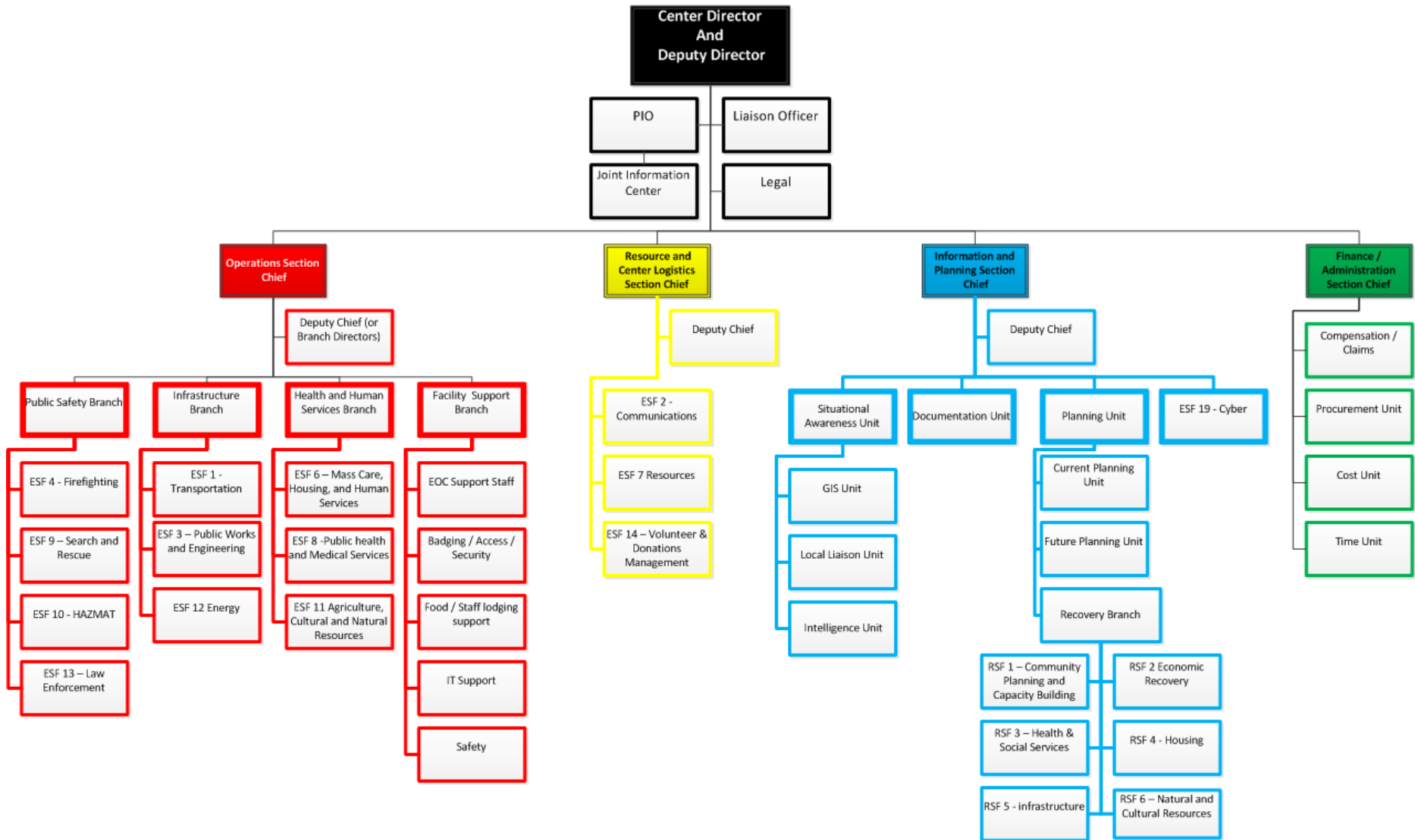
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ESF #15 – PUBLIC INFORMATION supports local government jurisdictions by providing the residents of New Hampshire with timely and potentially lifesaving information during major disasters or other emergencies. This ESF is responsible for the development and dissemination of a variety of information, education, and instructions to the general public, government officials and the news media through direct contact, briefings, presentations, news releases and advisories, websites, social media postings, establishment of a Joint Information System (JIS) and Joint Information Center (JIC) and oversight of public inquiry lines established in support of emergency management activities.



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State Emergency Operations Center Organizational Chart





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Agency Lead and Support Responsibilities

NH Agency / Organization	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	ESF #14	ESF #15	ESF #19
Department of Administrative Services			S		S		L				S			S	S	
Department of Agriculture, Markets, and Food	S		S		S	S	S	S		S	L	S		S	S	
NH Office of the Attorney General					S		S						S		S	
National Guard / Civil Support Team (CST)					S		S			S			S		S	
Department of Corrections	S				S		S						S		S	
Department Cultural Resources					S		S				S				S	
Department of Emergency Services and Communications	S	L			S		S								S	
Department of Education	S				S	S	S	S							S	
Division of Fire Standards and Training (FST) and Emergency Medical Services (EMS)	S				S		S	S	S						S	
Employment Security					S	S	S								S	
Office of Energy and Planning (OEP)					S		S					S			S	
Department of Environmental Services			S	S	S		S	S		S	S				S	
Division of Fire Safety, Office of the State Fire Marshal			S	L	S		S	S	S	L			S	S	S	
Fish and Game Department	S	S			S		S		L	S	S		S		S	
Department of Health and Human Services			S		S	L	S	L		S	S			S	S	
Division of Homeland Security and Emergency Management (HSEM)					L		S							L	L	
Department of Information Technology (DOIT)		S			S		S								S	
Department Labor					S		S							S	S	
Liquor Commission					S		S						S		S	
Division of State, Police Marine Patrol Unit	S	S			S		S		S	S			S		S	
Public Utilities Commission (PUC)		S	S		S		S					L			S	
Department of Resources and Economic Development (DRED)	S	S	S	S	S		S		S	S	S		S	S	S	
Division of State Police	S	S	S	S	S		S		S	S			L		S	
Department of Transportation (DOT)	L	S	L	S	S		S		S	S		S		S	S	



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NH Agency / Organization	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	ESF #14	ESF #15	ESF #19
Local and Regional Dispatch Centers		S			S		S								S	
US Army Corps of Engineers (USACE)			S		S		S								S	
American Red Cross (ARC)					S	S	S								S	
Amateur Radio Emergency Service (ARES) / Telecommunication Emergency Response Taskforce (TERT)		S			S		S								S	
United States Civil Air Patrol (CAP)	S			S	S		S								S	
United States Coast Guard (USCG)	S	S			S		S		S	S					S	
Volunteer NH Disaster Animal Response Team (NHDART)					S		S				S				S	
ISO - New England					S		S					S			S	
Seabrook Station (SS)					S		S					S			S	
Association of Broadcasters		S			S		S								S	
Disaster Behavioral Health Response Teams (DBHRT)					S		S	S							S	
County Sheriff Departments					S		S						S		S	
Fire Chiefs Association				S	S		S								S	
Veterinary Medical Association					S		S				S				S	
Hospital Association					S		S	S							S	
National Weather Service (NWS)		S			S		S								S	
Public Health Department					S		S	S							S	
Public Works Mutual Aid	S		S		S		S								S	
University of New Hampshire (UNH)					S		S			S	S				S	
Volunteer New Hampshire					S		S							S	S	

Legend: S – Support L - Lead

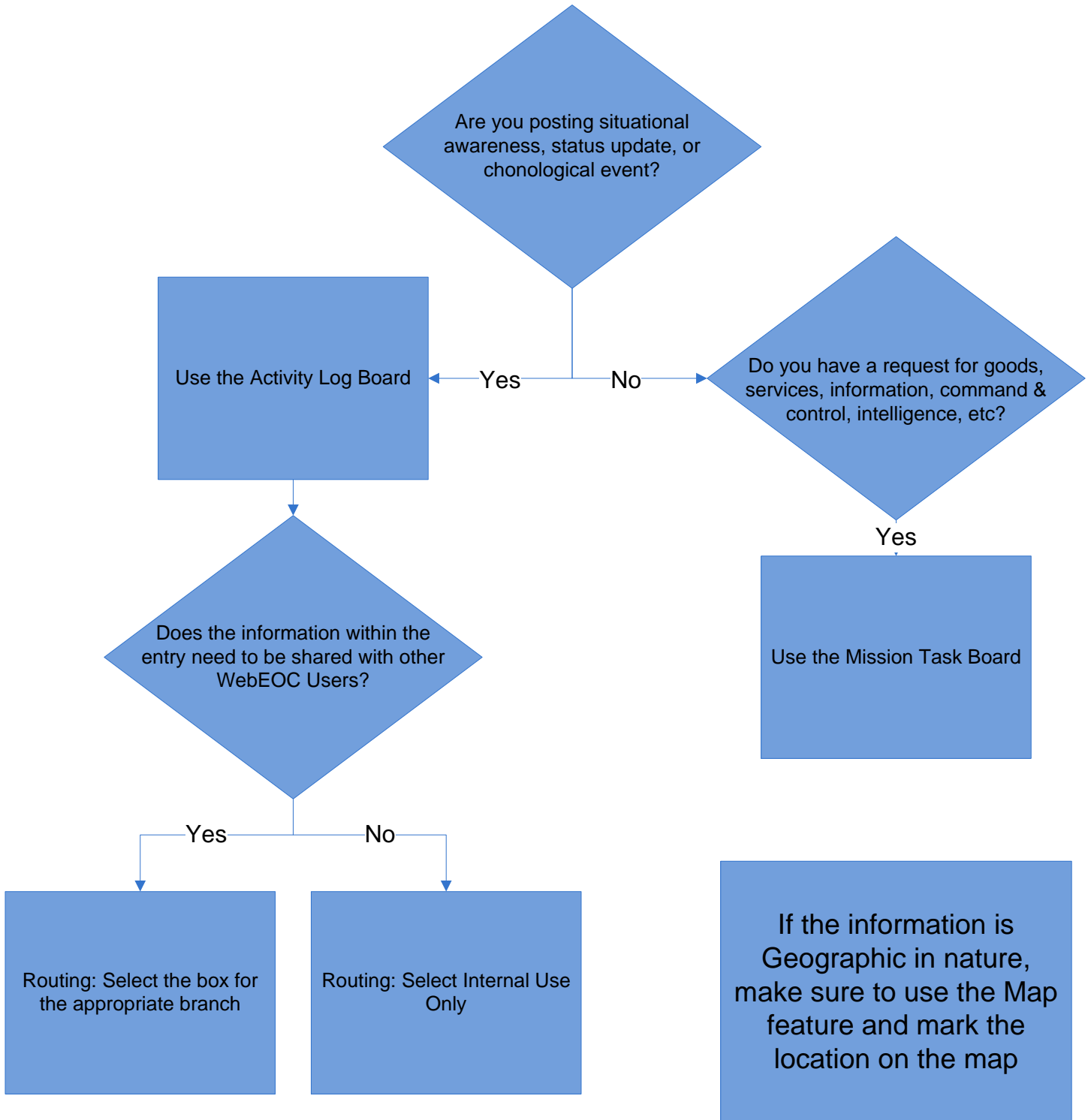


WebEOC Quick Reference

If I want to:	I need to use:
1. Document actions taken.	1. Activity Log
2. Request goods, services, information, problem solving, command and control assistance.	2. Mission Task - Requests
3. Document road closures or restrictions	3. Road Closure
4. Shelter information in my community	4. Shelters
5. Monitor activities of an event at a statewide level	5. Situational Awareness
6. Monitor Local and County activities during an event	6. Local Liaison Section Log
7. Monitor ESF – 1 & 3 (Transportation/Public Works & Engineering) activities during an event.	7. Infrastructure Branch Log
8. Monitor ESF - 2 (Communications & Alerting) activities during an event	8. Logistics Section Log
9. Monitor ESF - 4 (Fire Fighting) activities during an event	9. Public Safety Branch Log
10. Monitor ESF - 5 (Emergency Management) activities during an event	10. All Branch Logs
11. Monitor ESF – 06 & 08 (Mass Care & Housing/Health & Medical) activities during an event	11. Health and Human Services Branch Log
12. Monitor ESF - 7 (Resource Support) activities during an event	12. Logistics Section Log
13. Monitor ESF - 9 (Search & Rescue) activities during an event	13. Public Safety Branch Log
14. Monitor ESF - 10 (HazMat) activities during an event	14. Public Safety Branch Log
15. Monitor ESF - 11 (Agriculture & Natural Resources) activities during an event	15. Health and Human Services Branch Log
16. Monitor ESF - 12 (Energy) activities during an event	16. Infrastructure Branch Log
17. Monitor ESF - 13 (Public Safety & Law Enforcement) activities during an event	17. Public Safety Branch Log
18. Monitor ESF - 14 (Volunteer and Donations Management) activities during an event	18. Logistics Section Log
19. Monitor ESF – 15 (Public Information) activities during an event	19. Public Information Section Log
20. Review the latest Situation Report published	20. Press Releases
21. Document an issue that needs to be resolved after an event	21. After Action Report
22. Use ICS Forms during an event	22. ICS Forms
23. Find the 300B for a Seabrook Station Event	23. SS Forms
24. Find a weather map or other related web link	24. Web Links
25. Send a message to another user in WebEOC	25. Messages
26. Real Time Chat Information	26. Chat
27. See who is currently logged into WebEOC	27. Sessions



WebEOC Decision Tree

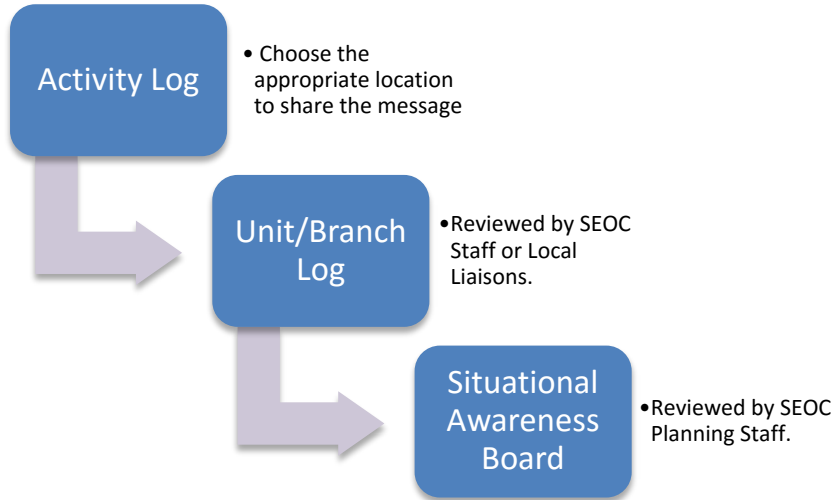




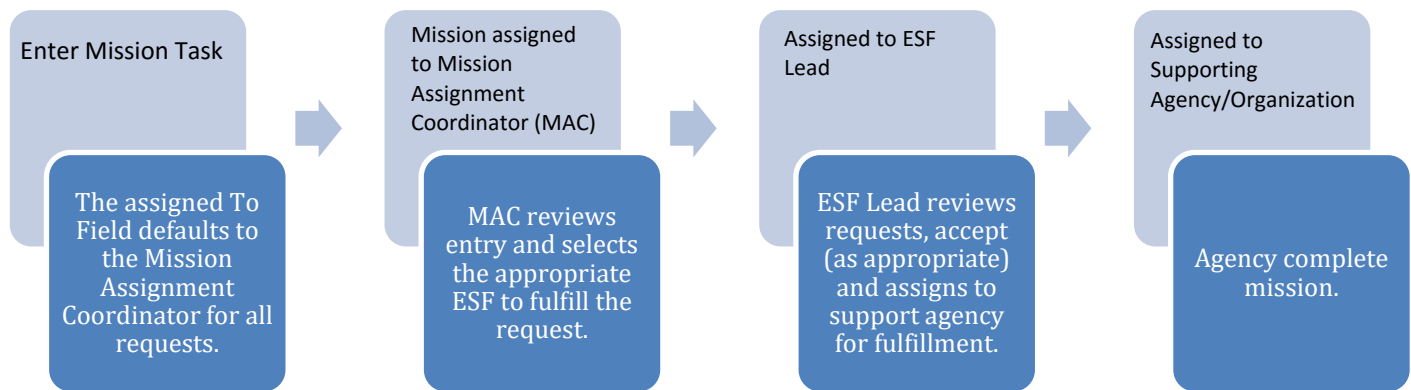
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WebEOC Information Flow

Information Sharing:



Mission Task Requests:





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Logging in

WebEOC is a web-based software program. To access WebEOC, users need a computer with an internet connection. WebEOC works best with many different browsers. Firefox does cause some features to not function properly.

1. From your web browser go to the HSEM webpage. www.nh.gov/safety/divisions/hsem
2. On the right side, click the purple icon for WebEOC

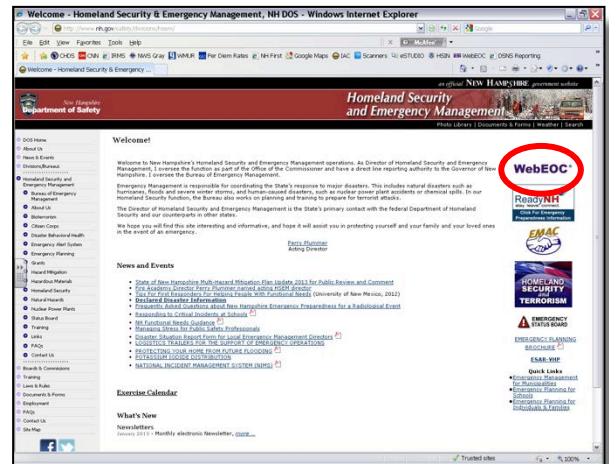
A new page will open up with a WebEOC 8 Login Screen. It is recommended to save this page as a favorite so you can easily access it the next time you need to log in to WebEOC.

<https://nheoc.nh.gov/eoc7/>

3. In the User field, type your *lastname.firstname*

i.e.: smith.joseph

4. Enter your password. The WebEOC password must contain a minimum of eight characters and have one of each of the following: a lower case letter, an upper case letter, and a number. If you do not remember your password, click the “Forgot Username/Password?” link
5. Click OK



NOTE:
 Passwords must be updated every **90** days. After the 90 day mark you will be prompted to update your password – unless it has been over **120** days since your last login – in which case your account will be locked and you will need to contact HSEM for assistance.
Passwords must be a minimum of 8 characters and include at least 1 capital letter and 1 number.



6. Select the position for the role you have been assigned within your agency. In most instances a default position and incident will be presented. WebEOC only displays positions to which you are assigned.



7. Select the appropriate incident from the dropdown
 - a. The default is the current incident/activation.
 - b. When training or practicing, only use **Year - Training** incident
8. Click Continue



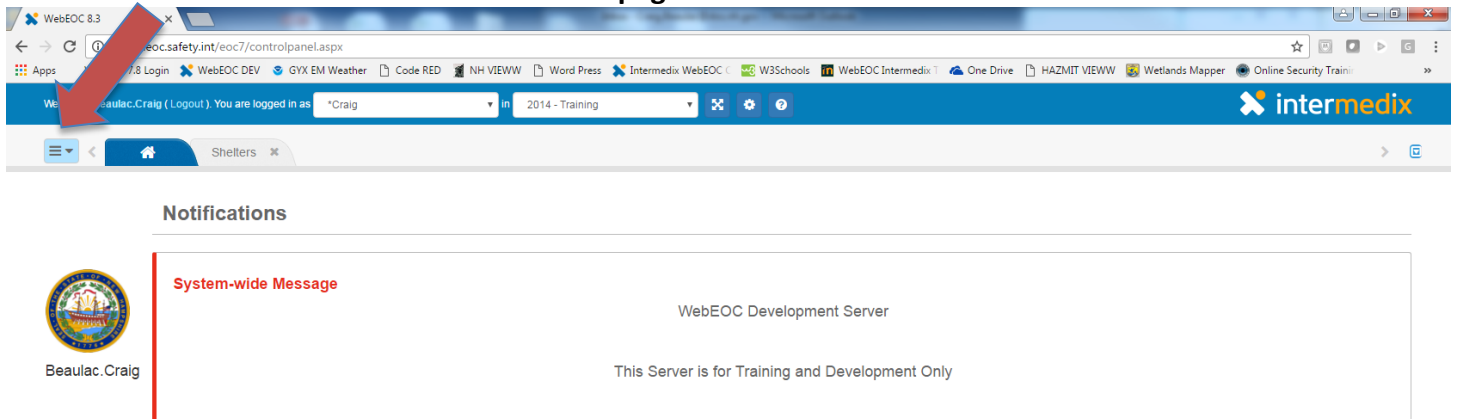
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- 9. Enter additional Login Information
(this will auto fill your contact information within WebEOC)
 - c. Name
 - d. Location (where you physically are, i.e.: SEOC, Local EOC, MACE, town, etc.)
 - e. Phone Number (where you can be reached during the event)
 - f. Email
- 10. Click Continue

The image shows a blue-themed login form titled "WebEOC 8.3 Login" with a subtitle "Additional Login Information". It contains five input fields: "Name", "Location", "Phone Number", "Email", and "Comments". Each of the first four fields has a red asterisk indicating it is required. At the bottom of the form are two buttons: "Cancel" and "Continue".

If you have logged in successfully, the Main WebEOC Screen should then be visible:

****Please note, there is no longer a pop out control panel, it can be accessed by clicking on the icon with 3 lines and a downward arrow on the left side of the page.**



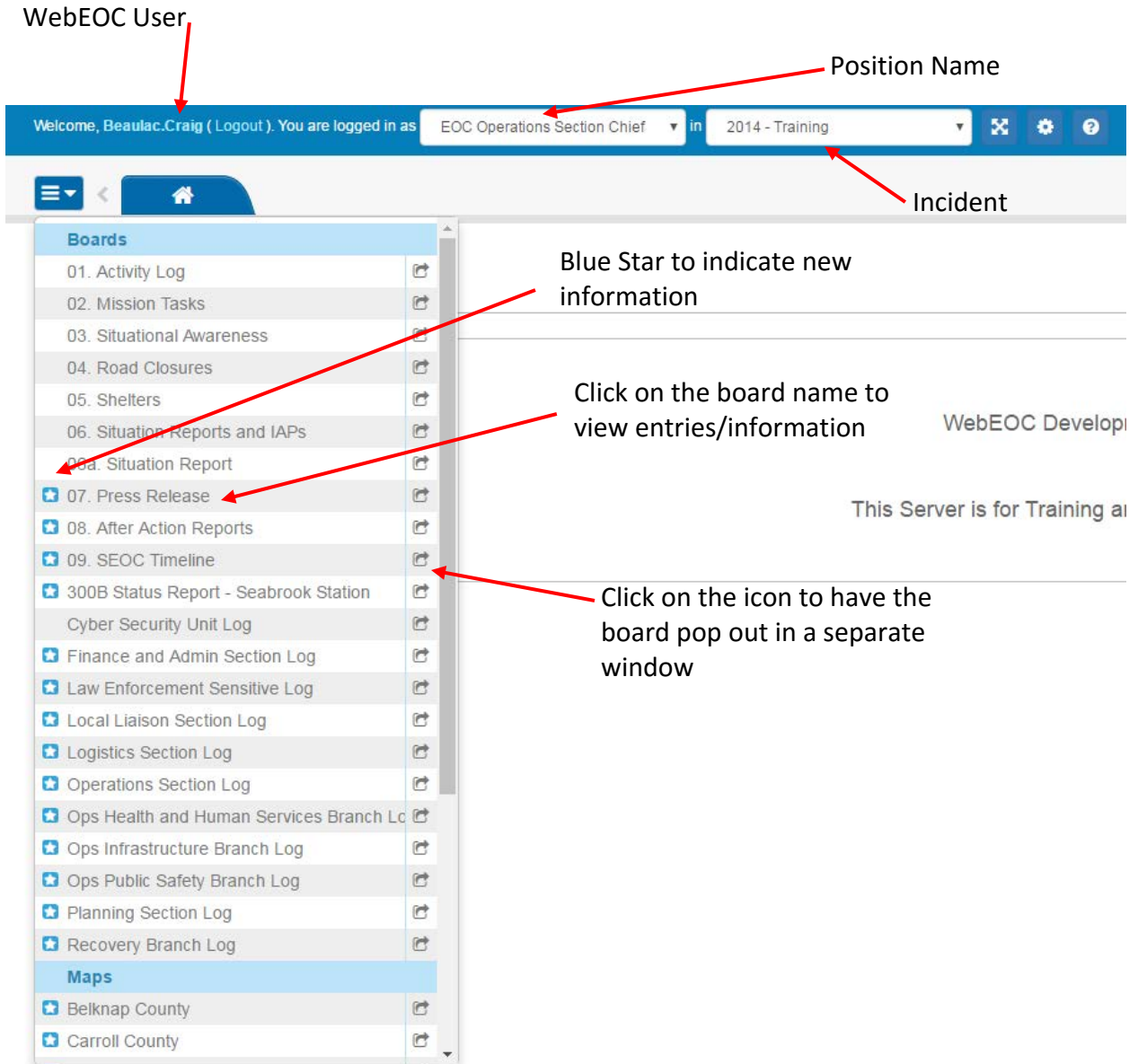


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Control Panel

The Control Panel is the primary navigation tool for WebEOC. It is the user’s means of accessing boards, menus, maps, plug-ins, and links. The items that are available to you in the Control Panel are based on your assigned position and user permissions.

The Control Panel is grouped into four sections: Boards, Menus, Maps, and Plugins.





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Boards

Boards are the heart of WebEOC. They are the mechanism to share and manage real-time event information with users. Incident information is transmitted and displayed in the boards, making the information available to all users simultaneously.

To view data in a Section Log, or any other board, click on the text of board you wish to see within the Control Panel. If there is a blue star icon on the left side of the text, it means there is new information on the board since the last time you looked at it. Once you review the information on the board, the icon will disappear.

Pressing the arrow icon on the right side of the text will open the board in a separate window

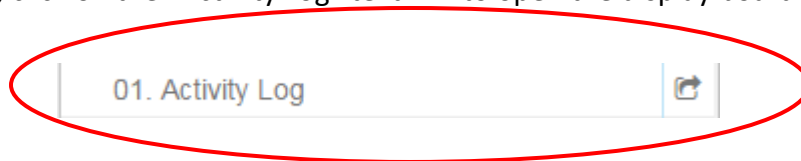


01. Activity Log

The Activity Log allows users to document all of the activities and/or actions that are performed during a shift. An Activity Log entry is only visible to users logged in as the same Position.

Adding an entry to the Activity Log:

1. From the Control Panel, click on the “Activity Log” text link to open the display board.



2. To enter information, click on the Green “+ Create Record” button at the top of the board.



NOTE:

Requests for goods, services, information, command & control, or problem solving should be logged in the **Mission Task Board**.



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- 3. Enter the information in the following fields
 - a. *Date/Time:* If the information is current, this does not have to be adjusted. Information can be backdated.
 - b. *Type:* Select what the information is regarding from the drop down list.
 - c. *Address/Location:* Type in a street number and address followed by the city and state. If you would like to map this location on the WebEOC Map, hit the map button. If the address is recognized, it will bring you to the location, if not, you will have to search for it on the map. You can choose a point, line segment, polygon, or radius. Please turn to page ## for more information on mapping.
 - d. *Attachment:* Click the browse button to include an attachment with the entry.
 - e. *Details:* A detailed description of the activity or information to be logged such as situational awareness, chronological events, general updates, etc.

Activity Log (ICS-214)

Event Information

Date/Time

Type

Address/Location [Map](#)

Routing

Attachment 1: No file chosen

Details

* are required fields.



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4. Select the appropriate Routing Option.

Activity Log entries are intended to be used as a chronological event log for your position. Entries that only impact your position/agency should be kept in your position log by selecting “Internal Use Only” under the Section Log Routing list. However items that are intended for situational awareness, or describe a major action taken should be shared with other users by selecting the appropriate routing option.

- a. Local and County level positions will have the option to route the posting to the Local Liaison Unit or to keep it on the Activity Log by selecting the appropriate button.
- b. All other positions will have the option to route the posting to a Branch Log. Choose the Branch Log based on the information you are wanting to share. For example – if DRED was posting a status update on a major brush fire, they would share that information on the Public Safety Branch Log by selecting Public Safety Branch in the routing drop down.
- c. State EOC Positions also have the ability to share to the different State General Staff positions (Operations, Planning, Logistics, Finance and Administration)

a. Local/County Positions

b. All Other Positions

c. SEOC Positions

5. Click Save

6. Your entry will now display on the Activity Log Board.

- a. If an update or changes need to be made to the entry, click the “Edit” button.
 - If an entry needs to be removed from the Activity Log, change the routing option “Internal Use Only”.
- b. All information added to the Details section of the entry will appear in a chronological history.

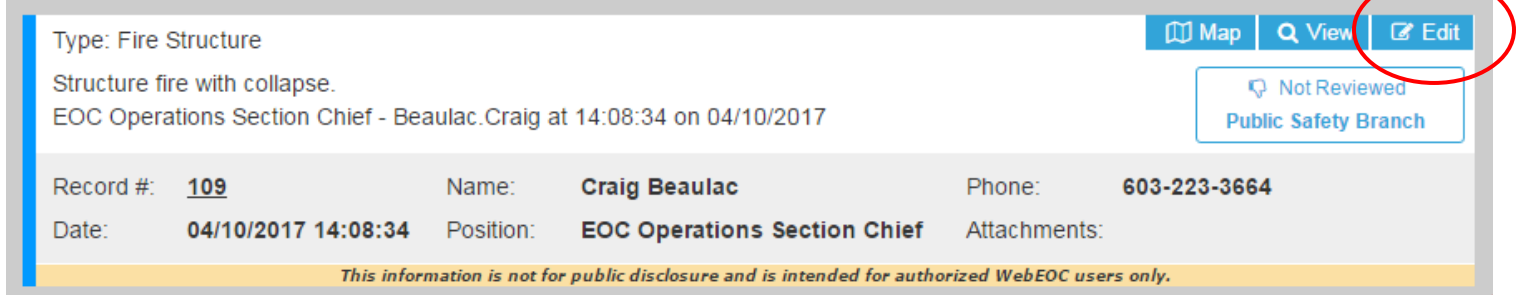


Updating an Entry

1. From the Control Panel, click on the “01. Activity Log” text link to open the display board.



2. Click on the “Edit” Button for the entry you wish to modify



NOTE:
You will not be able to modify the text in the history as this contains the original description of the activity log.

3. Enter the updated information in the Details field. You can also adjust the Routing, if needed.

Remove [Cancel] Save

Event Information

Date/Time: 04/10/2017 14:08:34

Type: Fire Structure

Address/Location: State Street Portsmouth, NH [Map]

Routing: Public Safety Branch

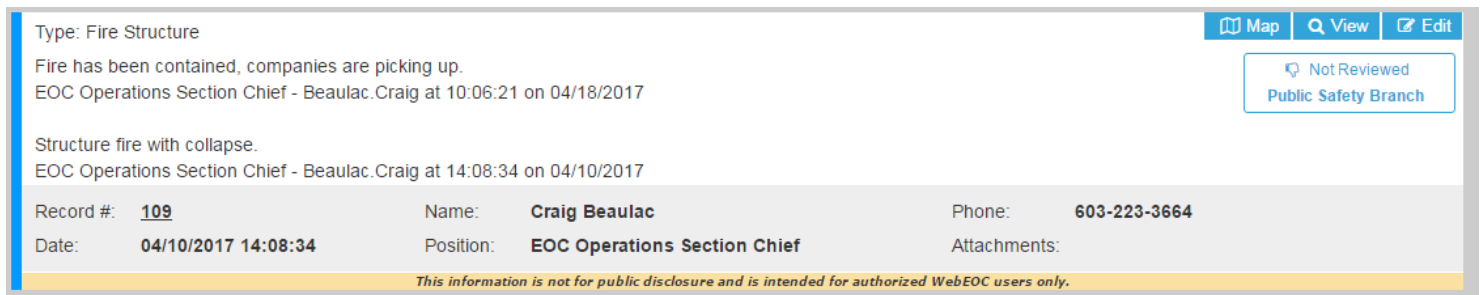
Attachment 1: Choose File No file chosen

Add Another File Cancel Add File

Details: [Empty text area]

History: Fire has been contained. companies are picking up. EOC Operations Section Chief - Beaulac.Craig at 10:06:21 on 04/18/2017. Structure fire with collapse. EOC Operations Section Chief - Beaulac.Craig at 14:08:34 on 04/10/2017

4. Click Save





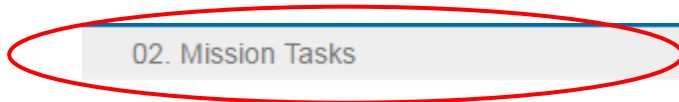
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02. Mission Tasks

A Mission Task is defined as any task, objective or purpose assigned to a position requiring some degree of action or outcome. Mission Tasks should be logged anytime there is a request for information, goods, services, problem solving, or assistance with command and control. Mission Tasks are automatically assigned to the Mission Assignment Coordinator within the SEOC, who will then assign the task to the appropriate ESF/Agency.

Creating a Mission Task

- From the Control Panel, click on the “Mission Tasks” text link to open the display board.



- To enter information, click on the green “+ Create Record” button.

Tracking #	Originator	Assigned To	Priority	Time Due	Status	Last Modified	Actions
RR-2632576	EOC Operations Section Chief	EOC Logistics Section Chief	Immediate (4 hrs.)	04/10/2017 16:19:00	Assigned	04/10/2017 14:20:04	Details Edit
RR-7317216	*Daniel	*Craig	Immediate (4 hrs.)	04/07/2017 19:16:00	Assigned	04/07/2017 15:16:26	Details Edit
TR-3452934	*Craig	Pending Assignment	Priority (12 hrs.)	07/28/2016 03:87:00	New Request	07/27/2016 16:00:28	Details Edit
TR-2393945	*Daniel	Pending Assignment	Long-Term (96 hrs.)	04/11/2017 15:18:00	New Request	04/07/2017 15:19:42	Details Edit

- Enter the following information on the entry form:
 - Your contact info is automatically assigned as the primary contact. If someone else has requested the mission and you are inputting the information into WebEOC and they can authorize or answer questions about the mission, they should be the primary contact.
 - Detailed Description: Enter in the appropriate details about the mission answering who, what, when, where, why, and how.
 - If you are requesting a resource, check off the box in the green lettering.
 - Once you click on the box, the Resource Details section will appear, type in the resource, quantity, and unit of measure.
 - Fill out any coordinating instructions.
 - Type in a delivery location then, use the Map feature if necessary to map the location of the request.
 - Priority: Please select the appropriate priority for your assignment-
 - Immediate (4 hours)
 - Priority (12 hours)
 - Routine (24 hours)
 - Long Term (96 hours)
 - Extended (over 96 hours)
 - Assigned To: This is defaulted to the EOC Mission Assignment Coordinator. All mission tasks for ESF’s or State Agencies must be assigned to the Mission Assignment Coordinator.
 - Upload any attachments as necessary then click save.

Edit Record

Incident Name: 2014 - Training Date/Time: 04/24/2017 09:59:08

Contact Information

Primary Contact: Craig Beaudin Primary Phone: 603-223-3664 Alternate Phone: Email: Craig.Beaudin@dos.nh.gov

Secondary Contact: Primary Phone: Alternate Phone: Email:

Request/Task Details

Detailed description:

ATTENTION: In order to expedite the request it is critical to provide a detailed description of the need you are requesting to be filled. Failure to do so will result in unnecessary delays in filling the request.

Check this box when requesting a resource.

Resource Details

Resource Name:

Unit of Measure: (Select) Quantity: 0

Coordinating Instructions

(List any special requirements such as the need for personal protective equipment, food, fuel, supplies, etc.)

Delivery Location

Address 1:

Address 2:

Assignment Details

Priority: -Select- Date/Time Due:

Assigned To: *Craig

Attachments

Attachment 1: Choose File No file chosen

Attachment 2: Choose File No file chosen

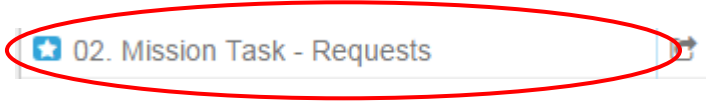
Attachment 3: Choose File No file chosen



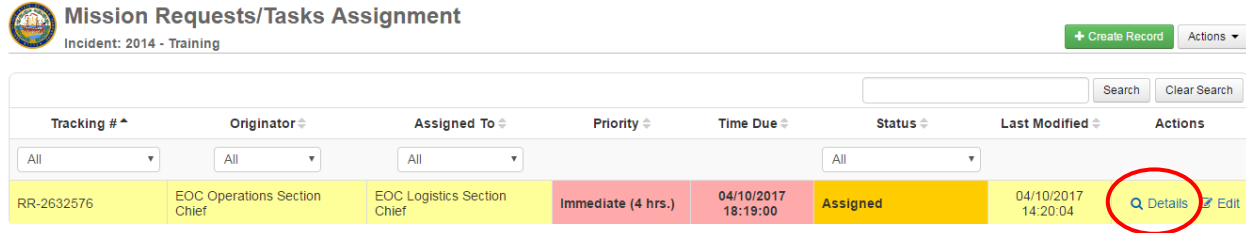
If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

Accepting a Mission Task:

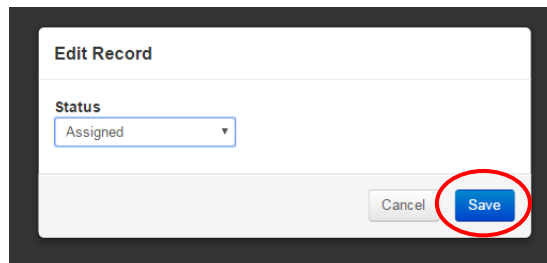
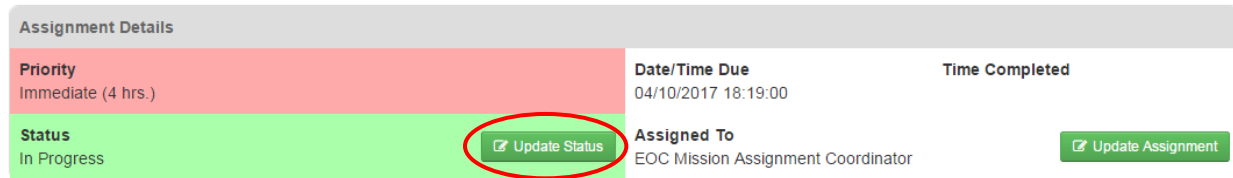
1. Click on the Mission Task text on the Control Panel



2. Click on the Details link on the far right of the mission assigned to you.



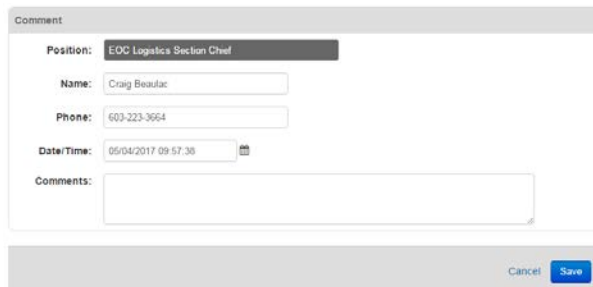
3. Review the mission then scroll down to the Assignment Details and click on update then select "In Progress" and then save



4. To enter information regarding the mission task, scroll down to the comment area and hit "+ New Comment"



5. Add info in the comments section and click save



The Mission Task Display window will update and your information will be displayed.

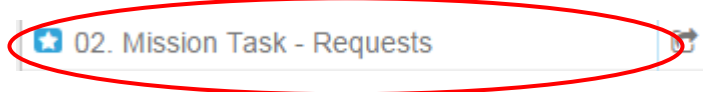


If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

Rejecting or Need More Information for a Mission Task:

In a situation with a position may have been inappropriately assigned to perform a mission task, the entry will need to be rejected and reassigned to a more appropriate position. When a mission task is rejected, a comment by the rejecting party providing rationale must be placed in the mission task input.

1. Click on the Mission Task text on the Control Panel



2. Click on the Details button on the far right of the mission to reject.

Mission Requests/Tasks Assignment
Incident: 2014 - Training

[+ Create Record](#) [Actions](#)

Search Clear Search

Tracking # ^	Originator ^	Assigned To ^	Priority ^	Time Due ^	Status ^	Last Modified ^	Actions
RR-2632576	EOC Operations Section Chief	EOC Logistics Section Chief	Immediate (4 hrs.)	04/10/2017 18:19:00	Assigned	04/10/2017 14:20:04	Details Edit

3. Click on the Status drop down and select "Rejected" or "Need More Information"

Assignment Details

Priority Immediate (4 hrs.)	Date/Time Due 04/10/2017 18:19:00	Time Completed
Status In Progress	Assigned To EOC Mission Assignment Coordinator	Update Assignment

[Update Status](#)

Edit Record

Status: Assigned

[Cancel](#) [Save](#)

4. Add a comment to the mission detailing why you are rejecting it or need more information and save it

Comments [+ New Comment](#)

Position	Name	Phone	Date/Time	Comment	Actions
EOC Operations Section Chief	Craig Beaulac	603-223-3664	05/01/2017 10:25:24	Test Comment	Edit Record

Comment

Position: EOC Logistics Section Chief

Name:

Phone:

Date/Time:

Comments:

[Cancel](#) [Save](#)

5. Click on the Assigned to drop down and select "Mission Assignment Coordinator"

Assign To

Status:

[Cancel](#) [Save](#)



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

03. Situational Awareness

The Situational Awareness Board is used to provide state level situational awareness to all users. It is read only and can only be modified by SEOC staff. As information is posted to specific branch logs, the General Staff personnel or Local Liaisons will review and push appropriate information from the individual branch Logs to the Situational Awareness Board.

The Situational Awareness board will provide important information about the incident. SEOC Staff will review entries to the Situational Awareness Log. Once the entry has been reviewed, a green line will appear to the left side of the entry.

1. Click on the Situational Awareness text on the Control Panel to see the content posted on the board.



Situational Awareness Log

Actions ▾

Incident: 2014 - Training

Filter by Status: View All ▾

🔍
Search
Clear Search

Type: Fire Structure	🔍 View	✎ Edit
3 Alarm Fire		
EOC Operations Section Chief - Beaulac.Craig at 19:38:22 on 04/27/2017		
Record #: 116	Name: Craig Beaulac	Phone: 603-223-3664
Date: 04/27/2017 19:38:22	Position: EOC Operations Section Chief	Attachments:
This information is not for public disclosure and is intended for authorized WebEOC users only.		
Type: Arrest	🔍 View	✎ Edit
Testing		
EOC Planning Section Chief - Murphy.Daniel at 14:28:02 on 01/30/2017		
Test		
EOC ESF-01 Transportation - Murphy.Daniel at 13:54:11 on 01/30/2017		
Record #: 46	Name: Dan Murphy	Phone: 978-512-1061
Date: 01/30/2017 13:54:11	Position: EOC ESF-01 Transportation	Attachments:
This information is not for public disclosure and is intended for authorized WebEOC users only.		

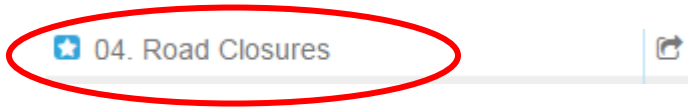


If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

04. Road Closures

Use the Road Closure board to document any closures or restrictions on roadways in NH during disasters. This board is also used to update closures and restrictions for when roadways are reopened. Only EOC General Staff, ESF 1 & 3, and Municipality positions have permissions to enter road closures. All other positions have read only access. Any view of the Road Closure board can be printed by clicking on “Actions” then “Print PDF” button on the top right of the screen. This will open a PDF view of the page where you can then easily print out the records. Statistical information can be found by clicking “Actions” then “Reports”.

- To view or log road closures or restrictions in WebEOC, click on the Road Closure text on the Control Panel.



- In the top right corner of the Road Closure Board, click on the “+ Create Road Closure” button.

County	Town	Impact	Status	Road Name	From	To	Last Modified	Actions
Merrimack	Bow	Severe	Full Closure	Route 3A Bow, NH	Grandview Road	Lincoln Drive	04/26/2017 20:29:45	Map Details Edit
Merrimack	Concord	High	Full Closure	Sheep Davis Road Concord, NH	Smokey Bear Blvd Concord, NH		04/10/2017 13:39:19	Map Details Edit
Merrimack	Concord	High	Lane Closure	Route 106 Concord, NH	Route 3		04/10/2017 14:29:50	Map Details Edit

- Enter the following information on the entry form:
 - Under the Road Details section, enter the following information:
 - Municipality- Select the municipality where the road is closed, the county will auto-populate.
 - Select the appropriate road jurisdiction: Local, State, Private, or Federal.
 - Enter the name of the road along with the municipality name and state
 - Hit the map button and place a point or line segment on where the road is closed then hit save.
 - Select the appropriate cross street information: At, Before, After, or Between. If you select between, an additional cross street will appear to put in the second cross street.
 - Under the Closure Details section, enter the following:
 - Status: Full Closure (Road closed in all directions), Restriction (Hazards may restrict certain types of vehicle ex- low hanging wires), Lane Closure (A single lane or multiple lanes may be closed, but road is still passable), Open (Once a road has been declared passable in all directions)
 - Road Severity: Select the impact the closure will have on traffic flow throughout the area
 - Date/Time Closed: This will auto populate based upon when the road closes, it can be adjusted manually
 - Est. Date/Time Open: If you have an ETA on when the road will be open, it can be filled in here.
 - Additional Details: Any additional information about the road closure



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

- c. Closure Reasons
 - i. Please check off Yes for the reasons on why the road is closed.
 - d. Contact Information
 - i. Please update any contact information if you are not the primary contact
4. Click Save at the bottom of the entry form.

NOTE:
It is just as important to advise when a road is open again as when it is closed. However, you can only update entries that your position entered.

From the Road Closure Board, you will have the option to update road closures that your position entered.

1. Click on the Edit button for the road closure you wish to update.

Road Closures
Incident: 2014 - Training

+ Create Road Closure Actions ▾

County ▾	Town ▾	Impact ▾	Status ▾	Road Name ▾	From	To	Last Modified ▾	Actions
All ▾	All ▾	All ▾						
Merrimack	Bow	Severe	Full Closure	Route 3A Bow, NH	Grandview Road	Lincoln Drive	04/26/2017 20:29:45	Map Q Details Edit
Merrimack	Concord	High	Full Closure	Sheep Davis Road Concord, NH	Smokey Bear Blvd Concord, NH		04/10/2017 13:39:19	Map Q Details Edit
Merrimack	Concord	High	Lane Closure	Route 106 Concord, NH	Route 3		04/10/2017 14:29:50	Map Q Details Edit

2. From the entry screen, you can change any or all of the information for that record. If you are changing the status of the road closure, log the appropriate information in the “Additional Details” field and click update.
3. To sort a field of the Road Closure Board, click on the header of the column you would like to sort alphabetically.

Road Closures
Incident: 2014 - Training

+ Create Road Closure Actions ▾

County ▾	Town ▾	Impact ▾	Status ▾	Road Name ▾	From	To	Last Modified ▾	Actions
All ▾	All ▾	All ▾						
Merrimack	Bow	Severe	Full Closure	Route 3A Bow, NH	Grandview Road	Lincoln Drive	04/26/2017 20:29:45	Map Q Details Edit
Merrimack	Concord	High	Full Closure	Sheep Davis Road Concord, NH	Smokey Bear Blvd Concord, NH		04/10/2017 13:39:19	Map Q Details Edit
Merrimack	Concord	High	Lane Closure	Route 106 Concord, NH	Route 3		04/10/2017 14:29:50	Map Q Details Edit

4. The drop down menu on the board allows you to sort by Status of the road closure.
5. The search field on the Road Closure Board can be used a number of ways.
 - a. To view only road closures in a specific city or town you can enter the town name in the search field and click the search button. This will only show listings for that particular community – if you want to return to seeing all road closures, you must click clear search.
 - b. You can also search any of the fields on the board: status, city/town, and road.



05. Shelters

Use the Shelter Board to document all emergency shelters, warming/cooling stations, etc open in during disasters. Only ESF 6 and Municipality positions have permissions to enter shelters. All other positions have read only access. Any view of the Shelter board can be printed by clicking on “Actions” then “Print PDF” button on the top right of the screen. This will open a pdf view of the page where you can then easily print out the records. Statistical information can be found by clicking “Actions” then “Reports”.

- To enter a Shelter on the board, click on the “Shelters” text link.



- In the top right corner of the Shelter Board, click on the “+ Create Shelter” button.

Name ^	Status ⇅	Type ⇅	County ⇅	Town ⇅	Pet Friendly ⇅	Accessible ⇅	Capacity ⇅	Occupancy ⇅	Availability ⇅	Last Modified ⇅	Actions
Bow High School	Closed	Overnight	Merrimack	Bow	Yes	Yes	1000	500	500	05/01/2017 12:04:41	Map Details Edit
Epsom Central School	Open	Cooling Center	Merrimack	Epsom	Yes	Yes	100	0	100	05/01/2017 12:05:15	Map Details Edit
Fire Academy	Standby	Commodities POD	Merrimack	Concord	No	Yes	100	0	100	05/01/2017 12:05:17	Map Details Edit
							1200	500	700		

- Enter the following information on the entry board:

- Location
 - Shelter Name
 - Status- Open Closed, Full, Standby
 - Select if the shelter is a regional shelter or local
 - Capacity
 - Occupancy
- Location
 - Chose the Community and the county Will auto-populate
 - Enter the name of the road along with the municipality name and state
 - Hit the map button and place a point on the map where the shelter is located then hit save.
 - If you have the Latitude/Longitude, you can enter that information as well, but it is not required.
- Contact Information: Place the point of contact for the shelter in here as well as a phone number
- Shelter Type: Select the primary purpose of your shelter
- Purpose: Choose any of the additional functions the shelter can perform
- Capabilities: Please choose the capabilities provided by the shelter
- Shelter Support: Select the appropriate information about the shelter’s current support status
- Comments
- Click Save



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

From the Shelter Board you will have the option to update shelters that your position entered.

1. Click on the Edit button for the shelter you wish to update

Shelter Status
Incident: 2014 - Training + Create Shelter Actions

Name	Status	Type	County	Town	Pet Friendly	Accessible	Capacity	Occupancy	Availability	Last Modified	Actions
Bow High School	Closed	Overnight	Merrimack	Bow	Yes	Yes	1000	500	500	05/01/2017 12:04:41	Map Details Edit
Epsom Central School	Open	Cooling Center	Merrimack	Epsom	Yes	Yes	100	0	100	05/01/2017 12:05:15	Map Details Edit
Fire Academy	Standby	Commodities POD	Merrimack	Concord	No	Yes	100	0	100	05/01/2017 12:05:17	Map Details Edit
							1200	500	700		

2. From the entry screen you can change any or all of the information for that record.
3. To sort a field of the Shelter Board, click on the header of the column you would like to sort alphabetically.

Shelter Status
Incident: 2014 - Training + Create Shelter Actions

Name	Status	Type	County	Town	Pet Friendly	Accessible	Capacity	Occupancy	Availability	Last Modified	Actions
Bow High School	Closed	Overnight	Merrimack	Bow	Yes	Yes	1000	500	500	05/01/2017 12:04:41	Map Details Edit
Epsom Central School	Open	Cooling Center	Merrimack	Epsom	Yes	Yes	100	0	100	05/01/2017 12:05:15	Map Details Edit
Fire Academy	Standby	Commodities POD	Merrimack	Concord	No	Yes	100	0	100	05/01/2017 12:05:17	Map Details Edit
							1200	500	700		

4. By using the drop down menus on the board you can sort by Status and Type of Shelter.
5. The search field on the Shelter Board can be used to search any of the fields on the board for certain key words.



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

06. Situation Reports and IAPs

The Situation Reports (SITREP) and IAPs (Incident Action Plan) board is available to all users. Situation Reports and other event specific documents are posted here. All positions have the ability to post information to this board. SITREPS are typically posted at least once every 12-24 hours during an emergency depending on changing conditions.

1. To open Situational Report documents, click on the Situation Reports and IAPs text on the Control Panel.



2. Click on the attachment icon of the document you want to open. The icon will appear as a PDF or Word document. The most recent documents are listed first.

Situation Report and IAP's
Incident: 2014 - Training [+ Create Report](#) [Actions](#)

Published Date/Time	Title	Published By	Approved By	Report	Operational Period	Actions
05/01/2017 12:34:20	SITREP 1 Approved	Parker Moore	Perry Plummer		05/01/2017 12:33:34 - 05/01/2017 12:33:34	Edit

3. To upload a document to this board, click on “+ Create Report”
4. Fill out a title
5. Select information regarding the time period for the report
6. Upload a file to the Situation Report field, PDF Files are preferred
7. Fill out the name of the person who created the report
8. Fill out the time the report was published
9. Fill out the area for who approved the release of the document
10. Click Save



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

07. Press Releases

The press release board is available for users to upload press releases. Press Release and Public Information documents published by the SEOC and other entities are posted here. State PIO users and SEOC Command Staff regularly post public documents to this board. All other positions also have the ability to post a press release as well. It is important to coordinate with the State PIO so that messages can be coordinated appropriately.

1. To open press release documents, click on the Press Release text on the Control Panel.



2. Click on the attachment icon of the document you want to open. The icon will appear as a PDF or Word document. The most recent documents are listed first.

Title	Lead	Press Release	State Issued	Last Modified	Actions
[DOS-MEDIA] Press Release - Manchester - Fatal Fire	MANCHESTER – New Hampshire State Fire Marshal J. William Degnan, Manches...		Yes	01/09/2017 11:45:21	Details
[DOS-MEDIA] PRESS RELEASE - Nottingham - Fatal Fire	NOTTINGHAM – New Hampshire State Fire Marshal J. William Degnan, Nottingha...		No	01/09/2017 11:45:07	Details

3. To upload a document to this board, click on “+ Create Press Release”
4. Fill out a title.
5. Fill out the Lead. The lead can be the first few sentences of the press release to give a context glance of what the document is about.
6. Upload a file to the Press Release field, PDF Files are preferred
7. If the press release has been issued by a state agency, choose yes in the state issued field.
8. Click Save

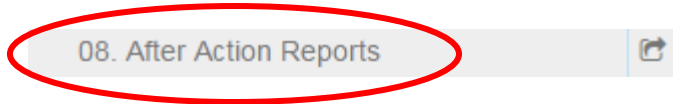


If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

08. After Action Report (AAR)

This board allows for the documentation of any areas for improvement and possible solutions that come up during an event/disaster/exercise.

1. To enter an AAR item, click on the After Action Report text on the control Panel.



2. In the top right corner of the AAR Board, click on the “New Entry” button.



3. Document the area for improvement in the “Comments or Issues” free text field.
4. If you have a recommended solution, enter it into the “Recommendations for Improvement” area.
5. Click Save

Originator

Full Name

Organization

Phone

Email

Comments or Issues

Recommendations for Improvement

NOTE:
This board is only seen by users logged into the position you post from and by SEOC Command Staff.



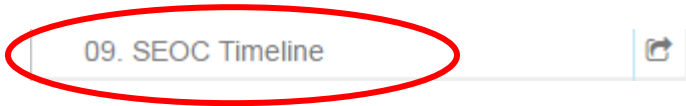
If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

09. SEOC Timeline

The SEOC Timeline board provides a simple, effective means of helping SEOC staff keep track of upcoming meetings, planning sessions, conference calls, and other events during an incident. The SEOC Timeline window appears with a running clock of all the activities. Each schedule item is listed on a single row. The information displayed includes the time of the event, the event name, frequency of occurrence, location, call-in number and PIN.

NOTE:
This board is only viewable to State and Federal Positions. SEOC command staff has privileges to enter/update information within the board.

1. To access the SEOC Timeline Board, click on the SEOC Timeline text on the control Panel.



The below screen will be displayed:

SEOC Timeline

Incident: 2014 - Training

+ Create Event
Actions ▾

Monday, May 1st 2017, 13:30:38

13:30 <i>38 seconds passed</i>	Hourly Briefing	SEOC	1-603-867-5309 (Pin: 605206)	🔍 Details ✎ Edit
14:00 <i>in 29 minutes</i>	Lunch	Break Room		🔍 Details ✎ Edit
14:30 <i>in 59 minutes</i>	Exercise Briefing			🔍 Details ✎ Edit

The Time column also displays a count-down timer, showing in hours and minutes how much time remains prior to the event. The board provides quick visual cues when events are due to start. Events may be set to recycle every day, one or more days of the week, or only appear once on a specific date.

- Items turn **RED** 5 minutes before the start time and stay red until 5 minutes after the start time.
- Items turn **YELLOW** within 30 minutes of start time.
- All other events are white.



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

Branch and Section Logs

There are currently 4 Branch logs and 6 Section Logs specific to different functions. The boards provide ESF level situational awareness to all users. They are read only access for most users and can only be modified by SEOC general staff positions. The Lead general staff position for each branch will review and push appropriate information from the Branch Log to the Situational Awareness Board. Once the entry has been reviewed, a green line will appear to the left side of the post. Please note that some logs will not be available to all positions.

1. Click on the Section Log text on the Control Panel for the appropriate board you wish to view.

Cyber Security Unit Log	
★ Finance and Admin Section Log	
★ Law Enforcement Sensitive Log	
★ Local Liaison Section Log	
★ Logistics Section Log	
★ Operations Section Log	
★ Ops Health and Human Services Branch Log	
★ Ops Infrastructure Branch Log	
Ops Public Safety Branch Log	
★ Planning Section Log	
★ Recovery Branch Log	

Public Safety Branch Log

Incident: 2014 - Training

Actions ▾

Filter by Status: View All ▾ Search Clear Search

<p>Type: Fire Structure View Edit</p> <p>3 Alarm Fire EOC Operations Section Chief - Beaulac.Craig at 19:38:22 on 04/27/2017</p>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Record #: 116</td> <td style="width: 33%;">Name: Craig Beaulac</td> <td style="width: 33%;">Phone: 603-223-3664</td> </tr> <tr> <td>Date: 04/27/2017 19:38:22</td> <td>Position: EOC Operations Section Chief</td> <td>Attachments:</td> </tr> </table>	Record #: 116	Name: Craig Beaulac	Phone: 603-223-3664	Date: 04/27/2017 19:38:22	Position: EOC Operations Section Chief	Attachments:
Record #: 116	Name: Craig Beaulac	Phone: 603-223-3664				
Date: 04/27/2017 19:38:22	Position: EOC Operations Section Chief	Attachments:				
<i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i>						
<p>Type: Traffic Incident View Edit</p>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Record #: 114</td> <td style="width: 33%;">Name: Craig Beaulac</td> <td style="width: 33%;">Phone: 603-223-3664</td> </tr> <tr> <td>Date: 04/19/2017 15:17:37</td> <td>Position: EOC Operations Section Chief</td> <td>Attachments:</td> </tr> </table>	Record #: 114	Name: Craig Beaulac	Phone: 603-223-3664	Date: 04/19/2017 15:17:37	Position: EOC Operations Section Chief	Attachments:
Record #: 114	Name: Craig Beaulac	Phone: 603-223-3664				
Date: 04/19/2017 15:17:37	Position: EOC Operations Section Chief	Attachments:				
<i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i>						



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

Local Liaison Section Logs

The Local Liaison Section Log shows entries posted by Municipalities, County positions, and other positions at the local level. The board provides local level situational awareness to all users. It is read only access and can only be modified by SEOC Local Liaisons. Local Liaisons will review and push appropriate information to the Situational Awareness Board. Once the entry has been reviewed, a green line will appear to the left side of the post and the Review box will now display a thumbs up and say “Reviewed”.

- Click on the Local Liaison Section Log text on the Control Panel to see the content posted on the board.

[Local Liaison Section Log](#)



Local Liaison Section Log

Incident: 2014 - Training

Actions ▾

Filter by Status: View All ▾

Search Clear Search

Type: Boiled Water Advisory				View	Edit
Members in the northern and central part of the community have been advised to boil water due to possible contamination. EOC Operations Section Chief - Beaulac.Craig at 10:54:53 on 04/18/2017				Not Reviewed Local Liaison Unit	
Record #:	112	Name:	Craig Beaulac	Phone:	603-223-3664
Date:	04/18/2017 10:54:53	Position:	EOC Operations Section Chief	Attachments:	
<i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i>					
Type: Residential Damage				View	Edit
HELP. BOW RESIDENTIAL FIRE DAMAGE. NEED ENGINEERS AND FIRE INSPECTORS. Municipality - Bow - Murphy.Daniel at 15:18:20 on 01/30/2017				Reviewed Bow	
Record #:	57	Name:	Dan Murphy	Phone:	978-512-1061
Date:	01/30/2017 15:18:20	Position:	Municipality - Bow	Attachments:	
<i>This information is not for public disclosure and is intended for authorized WebEOC users only.</i>					



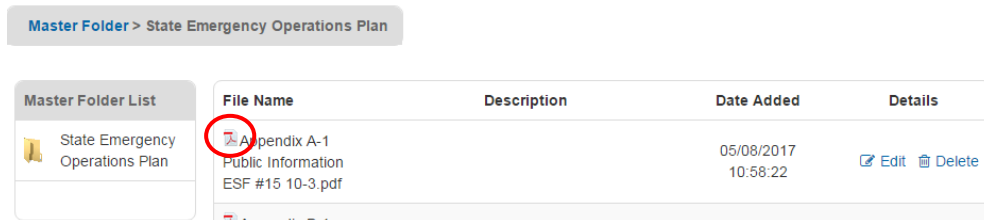
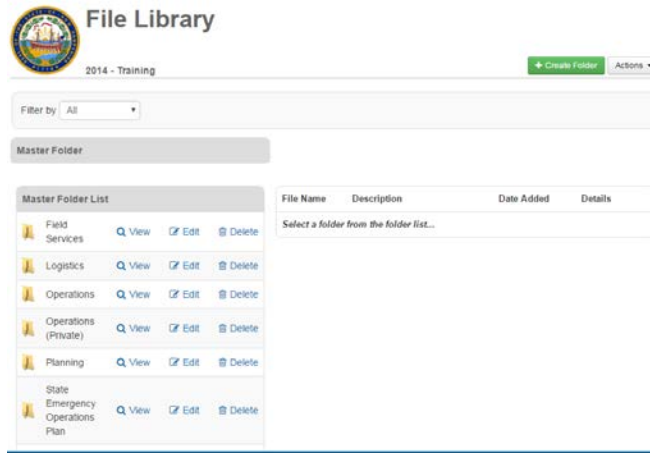
If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

File Library

The File Library is a document storage area. The state has many of their plans and other documents available for reference to download. In WebEOC 8, locals now have the ability to upload documents that are kept available for the individual position.



1. To View Documents:
 - a. Click on File Library.
 - b. Choose a Folder to view, and click View.
 - c. To download a file, click on the icon on the left side of the file name.



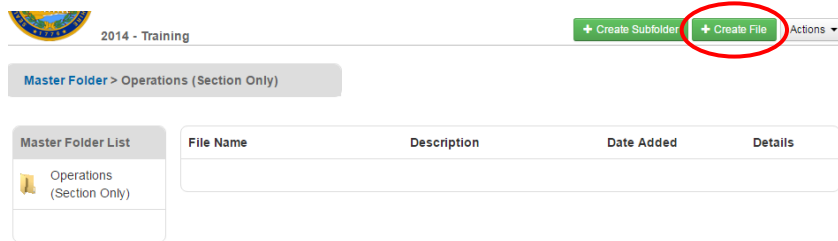
2. To upload documents
 - a. Click on File Library.
 - b. Choose a Folder to view, and click View. Please note, anything with (Private) means only your position only has access to the folder. If the category you are looking to upload is not available, the option to create a folder also exists. Click on Create Folder. Please choose Private to create a folder for documents for your position or, public if it is a document everyone should have access to, click Public and hit save.

The 'Edit Folder' form has two main sections. The first is 'Edit Folder' with a 'Folder Name' input field containing 'Operations (Section Only)'. The second is 'Folder Type' with a 'Folders' dropdown menu set to 'Private Folder'. A note below states: 'Private folders can only be viewed by the position who created the folder.' At the bottom right, there are 'Cancel' and 'Save' buttons.

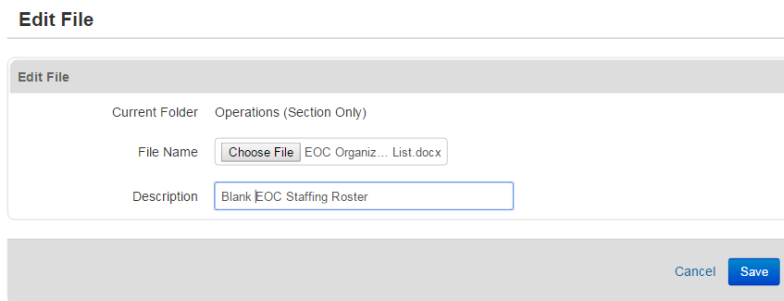


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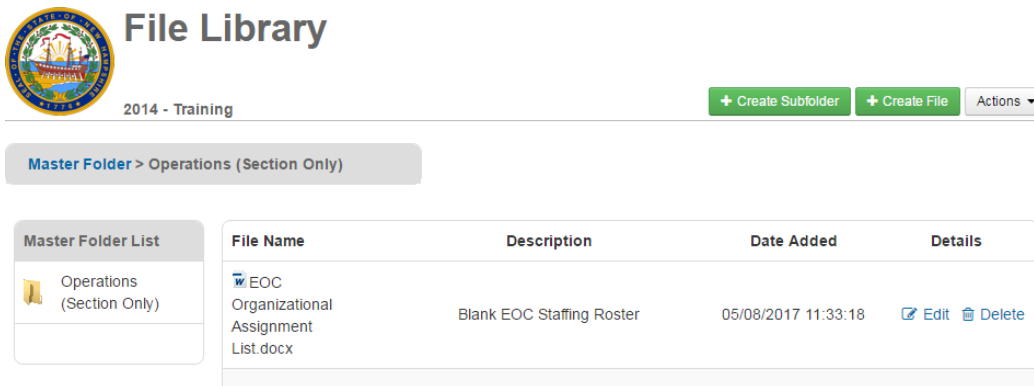
- c. If you created a folder click on View next to that folder to upload a file into that folder.



- d. To upload a file, click on Create File. There is also the option to create additional folders within a folder if necessary
- e. Next to file name, click on Choose File to upload a file from your computer. A document can also be given a description which is highly recommended. Once finished click save.



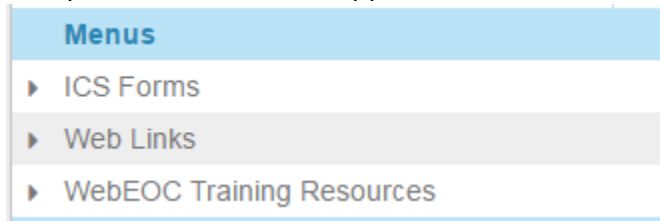
- f. The file now appears in the folder.





Menus

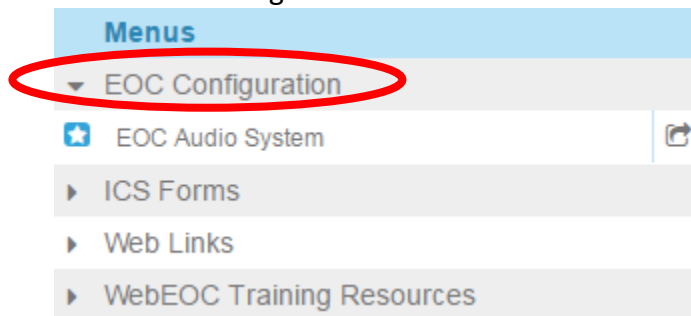
The Menu boards group and display common boards, forms and web links that are used during events. When the link is selected, a new window will open that is similar in appearance and functionality to the Control Panel.



EOC Configuration

This menu is only available to positions with SEOC responsibilities. The EOC Configuration Menu displays information for the Audio System within the SEOC. Individual headsets are available to listen to the various audio options within the SEOC.

- To open the listing, click on the EOC Configuration text in the Control Panel and click EOC Audio System



- The audio channel system will display.
 - The Audio Source options will then display.
 - Tune your receiver to the appropriate channel.

2014 - Training	
EOC Audio System	
Audio Channel	Audio Source
0	Display computer 1 - (xxx.xxx.xxx.201)
2	Display computer 2 - (xxx.xxx.xxx.202)
4	Display computer 3 - (xxx.xxx.xxx.203)
6	Display computer 4 - (xxx.xxx.xxx.204)
8	Display computer 5 - (xxx.xxx.xxx.205)
10	Display computer 6 - (xxx.xxx.xxx.206)
12	Display computer 7 - (xxx.xxx.xxx.207)
14	Display computer 8 - (xxx.xxx.xxx.208)
16	COMCAST receiver 1
18	COMCAST receiver 2
20	DVD/VCR
26	Comm Room Feed
28	Plasma television, east (right of entry) wall
30	Plasma television, west (left of entry) wall

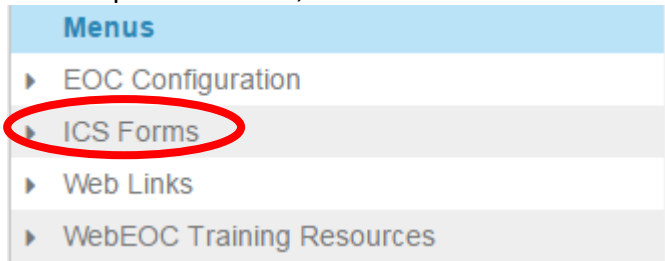


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ICS Forms

The ICS Forms Board set is a collection of the latest ICS forms published by FEMA.

1. To open ICS Forms, click on the ICS Forms text in the Control Panel.

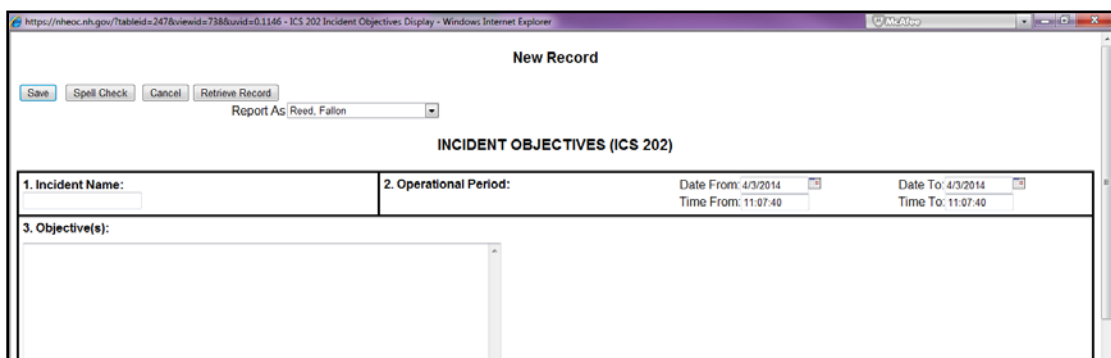


2. This will drop down the menu and you can click on the ICS form you want to create/edit.



3. A form specific board will then open for you to review documents already posted there, or to create a new document.
 - a. To review a previously posted document, click on the 'Select' button to the right of the document
 - b. To post a new form, click on the 'Create New Form' button at the top right of the board.

4. Information can be entered into the new form by typing in the text fields.



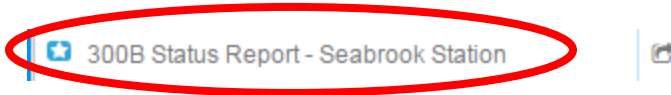


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SS Form

The 300B Seabrook Station Status Report form is posted on this board. It is used by communities in the Seabrook Station Emergency Planning Zones (EPZ) only. During drills and events the 300B is updated by the SEOC and posted here.

1. To open the form, click on 300B Status Report – Seabrook Station text in the Control Panel.



2. An additional screen will then open for you to review documents already posted there. To view the report, click on the View Button to the right of the report you want to open. The most recent forms will be posted first. If you want to print the form, click on the “Print 300B” and the form will display in a PDF file to be printed.



300B - Seabrook Station Status Report(s)

Incident: 2014 - Training

Actions ▾

Report Number	Classification	Report Date and Time	Actions
51	c. Site Area Emergency	11/08/2016 13:38:51	View Print 300B
50	c. Site Area Emergency	11/08/2016 13:38:51	View Print 300B
49	b. Alert	11/08/2016 13:38:51	View Print 300B



300B
Incident: 2014 - Training

Last Modified: 03/03/2017 10:05:17

Return to List Print PDF Edit Record

300B Status Report Seabrook Station

1. EOC Report No. 51		2. Prepared By Craig Beaulac		3. Date & Time Posted 11/08/2016 13:38:51							
4. Seabrook Station has declared a(n) c. Site Area Emergency At 1160 hours. Due to EAL: 1616		5. Plant Conditions: The plant is: (select one) b. Reducing power levels		6. Radiological Conditions: A radiological release due to this event: d. Has occurred but has been terminated							
7. Present Meteorological Conditions: a. Wind Speed 35 mph b. Wind Direction (from) 152 degrees		8. Extended Weather Forecast: Cloudy and windy with gusts up to 50 mph									
9. a. Sirens to be sounded at 1200 b. EAS to be initiated at 1205		10. The Governor declared a State of Emergency on: 11/08/2016 13:39:16									
11. There has been a change in the precautionary or protective recommendations: b. Yes		12. The State Emergency Operations Center (SEOC) is at c. Full Activation		13. The Emergency Operations Facility (EOF) is a. Staffed							
14. The following Precautionary/Protective Actions are recommended:											
Community:	General Population			4. Animals on Stored Feed	5. Implement Traffic Control	Schools			10. Authorize KI For Emergency Workers	Special Care Facilities	
	1. Shelter in Place Release	2. HAB	3. Evacuate			6. Shelter in Place	7. Early Release	8. Transfer to Reception Center		9. Cancel After School Activities	11. Shelter-in-Place
a. Seabrook		☑	☑	☑	☑		☑	☑	☑		☑
b. Hampton Falls		☑	☑	☑	☑		☑	☑	☑		☑
c. Kensington		☑	☑	☑	☑	☑	☑	☑	☑		☑



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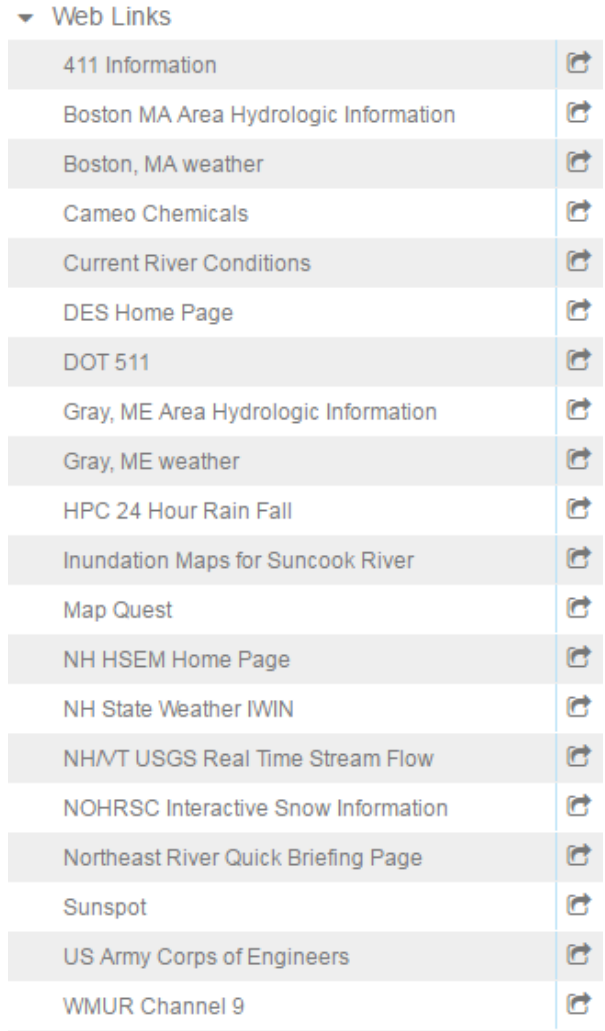
Web Links

The Web Links board contains a list of web sites/links that are commonly used during an event.

1. To open the Web Links click on the Web Links text in the Control Panel.



2. From the Web Links Board, click on the website you want to see and it will open in a new browser.



NOTE:

If you would like to see additional websites added to this board, email nheoc@dos.nh.gov with the page information.



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

Tools

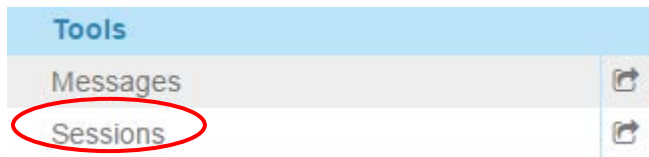
The Tools section of the Control Panel contains contact information and the internal messaging options for WebEOC.



Sessions

The Admin Board allows you to view contact information for other users signed into WebEOC.

1. To open the WebEOC Contacts, click on the Sessions Tab in the Control Panel.



2. Contact information will then be displayed on the right, click the name of the user you wish to see contact info for.

Sessions

1 - 2 of 2		Filter...		Filter	Clear
User ^	Position ⇅	Incident ⇅	Name ⇅	Time In ⇅	
Beaulac.Craig	EOC Operations	2014 - Training	Craig Beaulac	05/08/2017 08:31:24	
Murphy.Daniel	EOC Mission Assignment Coordinator	2014 - Training	Dan Murphy	05/08/2017 08:53:50	

The users contact info will then be displayed:

Beaulac.Craig

Name: Craig Beaulac
Location: HSEM
Phone Number: 603-223-3664
Email: Craig.Beaulac@dos.nh.gov
Comments:

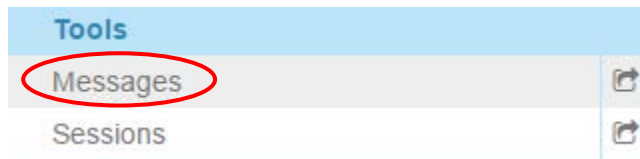


If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

Messages

Messages is an email tool used to communicate to WebEOC users as well as non-WebEOC users. Messages are less formal than Missions, in that they do not require tracking. An example of a message would be a general announcement or a reminder of a date/time of a conference call or meeting.

Since messages are “real time” and there is no “queuing” system, they will not be received if the intended recipient is not logged in. As such, messages are not considered formal communication. No mission assignments or resource requests should be conveyed via “messages.” To access your messages, click the Messages link on the Control Panel.



As is typical of standard e-mail systems, unread messages appear in bold text. Messages that have been read appear in regular text.

Messages + Compose New Message

Inbox Sent Items Deleted Items

1 - 15 of 15 Filter... Filter Clear

Received	From	Subject	Priority	Incident	
2017-05-04 15:41:51	Beaulac.Craig	Test	Normal	2014 - Training	
2016-11-08 15:55:03	Murphy.Daniel	RE: Testing out 8	Normal	2014 - Training	
2013-04-30 16:11:18	webeoc.admin	Email Updates	High	2013 Training	
2013-04-30 15:41:51	webeoc.admin	IE 10	Normal	2013 Training	
2013-04-10 16:14:57	webeoc.admin	WebEOC Updates	High	2013 Training	

Composing and Sending a Message

1. From the Messages window, click the Compose button.

Messages + Compose New Message

Inbox Sent Items Deleted Items

1 - 15 of 15 Filter... Filter Clear

Received	From	Subject	Priority	Incident	
2017-05-04 15:41:51	Beaulac.Craig	Test	Normal	2014 - Training	
2016-11-08 15:55:03	Murphy.Daniel	RE: Testing out 8	Normal	2014 - Training	
2013-04-30 16:11:18	webeoc.admin	Email Updates	High	2013 Training	
2013-04-30 15:41:51	webeoc.admin	IE 10	Normal	2013 Training	
2013-04-10 16:14:57	webeoc.admin	WebEOC Updates	High	2013 Training	



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

2. To add a recipient, you can choose an individual user or a position. Click on the + Add User to add individuals.

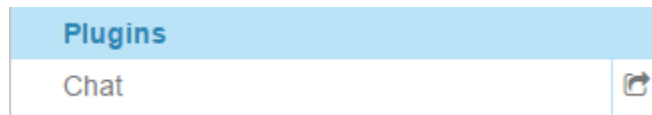
3. Select the recipient from the User or Position fields. If you send a message to a position, it will go to everyone that has access to that position.
4. Choose the Priority and fill in the Subject for the message.
5. Fill in text of the message in the Body Area.
6. Click Send.
 - o Recipients of WebEOC messages will receive a notification as well as the body on the main page.
 - o Users will need to click on messages from their control panel to read the message.



If you experience issues logging in or with your WebEOC account, contact HSEM at 271-2231, 223-3663 or nheoc@dos.nh.gov

Plugins

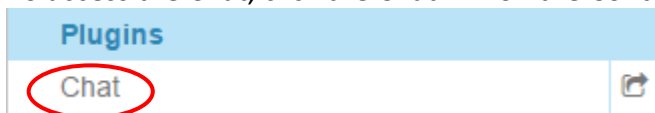
The Plugins section of the Control Panel contains additional tools to help users manage and share information during an event.



Chat

Chat is used to have instant direct communication. Communication can be person-to-person or in a Chat Room. Chat rooms are configured by administrators. There are chat rooms to communicate with the State EOC, Local Liaison, and Counties. Please note that Chat does not currently save communication once a chat is closed by all parties. If you are looking to save any information from a chat, copy and paste the information into an activity log entry to save it.

1. To access the Chat, click the Chat link on the Control Panel under Plugins.



Chat

Online Users (2) Chat Rooms (17) Operations ✕ Dan Murphy ✕

1 - 2 of 2 Filter... Filter Clear

Real Name ^	Username ⇅	Position ⇅	Incidents ⇅
Craig Beaulac	Beaulac.Craig	EOC Operations	2014 - Training
Dan Murphy	Murphy.Daniel	EOC Operations	2014 - Training

1 - 2 of 2 « < 1 > »

Logging Off

There are two ways to log off from WebEOC:

1. Click the X in the Browser Corner
2. Click Logout after the user name at the top of the page

