

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



# WebEOC<sup>®</sup> User Guide

Version 4.1

**UPDATED AS OF 5/12/2015**

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

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## 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 one 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 with 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 on the second Thursday of every month and pre-registration is required. To schedule personnel to attend the training, please email [nheoc@dos.nh.gov](mailto: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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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
Admin Services			S		S		L				S			S	S
Agriculture	S		S		S	S	S	S		S	L	S		S	S
Attorney General					S		S						S		S
Justice					S		S	S							S
Corrections	S				S		S						S		S
Cultural Resources					S		S				S				S
Emergency Communications	S	L			S		S								S
Education	S				S	S	S	S							S
Fire Standards and Training (FST) & 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
Environmental Services			S	S	S		S	S		S	S				S
Division of Fire Safety (DFS)			S	L	S		S	S	S	L			S	S	S
Fish & Game	S	S			S		S		L	S	S		S		S
DHHS			S		S	L	S	L		S	S			S	S
Homeland Security and Emergency Management (HSEM)					L		S							L	L
Information Technology (IT)		S			S		S								S
Labor					S		S							S	S
Liquor Commission					S		S						S		S
Marine Patrol	S	S			S		S		S	S			S		S
National Guard					S		S			S			S		S
Civil Support Team (CST)					S		S			S			S		S
Public Utilities Commission (PUC)		S	S		S		S					L			S
Dept. of Resources and Economic Development (DRED)	S	S	S	S	S		S		S	S	S		S	S	S
State Police	S	S	S	S	S		S		S	S			L		S
Dept. of Transportation (DOT)	L	S	L	S	S		S		S	S		S		S	S



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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
Area Dispatch Centers		S			S		S								S
US Army Corps of Engineers (ACOE)			S		S		S								S
American Red Cross					S	S	S								S
Amateur Radio Emergency Service (ARES) / Telecommunication Emergency Response Taskforce (TERT)		S			S		S								S
Civil Air Patrol (CAP)	S			S	S		S								S
Coast Guard	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
Vermont Yankee / Seabrook Station					S		S					S			S
Association of Broadcasters		S			S		S								S
Disaster Behavioral Health Response Teams (DBHRT)					S		S	S							S
County Sheriffs					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
University of New Hampshire (UNH)					S		S			S	S				S
Volunteer New Hampshire (Volunteer NH)					S		S							S	S

Legend: S – Supporting L - Lead



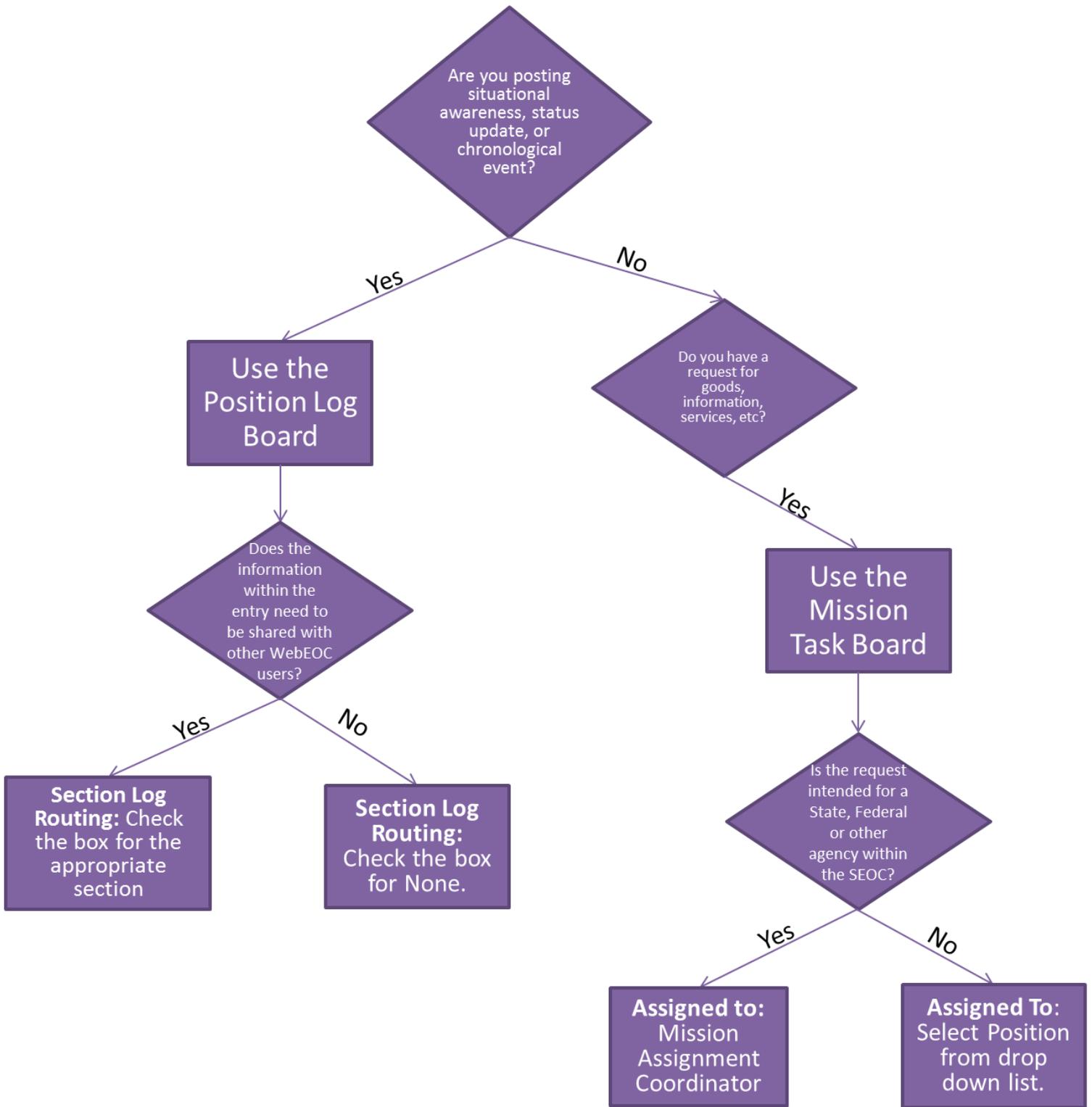
**WebEOC Quick Reference**

If I want to:	I need to use:
1. Document actions taken.	1. Position 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. ESF 01 & 03 Section Log
8. Monitor ESF - 2 (Communications & Alerting) activities during an event	8. ESF 02 Section Log
9. Monitor ESF - 4 (Fire Fighting) activities during an event	9. ESF 04 Section Log
10. Monitor ESF - 5 (Emergency Management) activities during an event	10. ESF 05 Section Log
11. Monitor ESF – 06 & 08 (Mass Care & Housing/Health & Medical) activities during an event	11. ESF 06 & 08 Section Log
12. Monitor ESF - 7 (Resource Support) activities during an event	12. ESF 07 Section Log
13. Monitor ESF - 9 (Search & Rescue) activities during an event	13. ESF 09 Section Log
14. Monitor ESF - 10 (HazMat) activities during an event	14. ESF 10 Section Log
15. Monitor ESF - 11 (Agriculture & Natural Resources) activities during an event	15. ESF 11 Section Log
16. Monitor ESF - 12 (Energy) activities during an event	16. ESF 12 Section Log
17. Monitor ESF - 13 (Public Safety & Law Enforcement) activities during an event	17. ESF 13 Section Log
18. Monitor ESF - 14 (Volunteer and Donations Management) activities during an event	18. ESF 14 Section Log
19. Monitor ESF – 15 (Public Information) activities during an event	19. ESF 15 Section Log
20. Review the latest Situation Report published	20. Situational Reports
21. Review the latest Press Release published	21. Press Releases
22. Document an issue that needs to be resolved after an event	22. After Action Report
23. Use ICS Forms during an event	23. ICS Forms
24. Find the 300B for a Seabrook Station Event	24. SS/VY Forms
25. Find the 301B for a Vermont Yankee Event	25. SS/VY Forms
26. Find a weather map or other related web link	26. Web Links
27. Find contact information for users in WebEOC	27. Admin
28. Send a message to another user in WebEOC	28. Messages
29. View Emergency Action Plans for NH Dams	29. Dam EAP
30. Log Preliminary Damage Assessment costs	30. PDA



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**WebEOC Decision Tree**

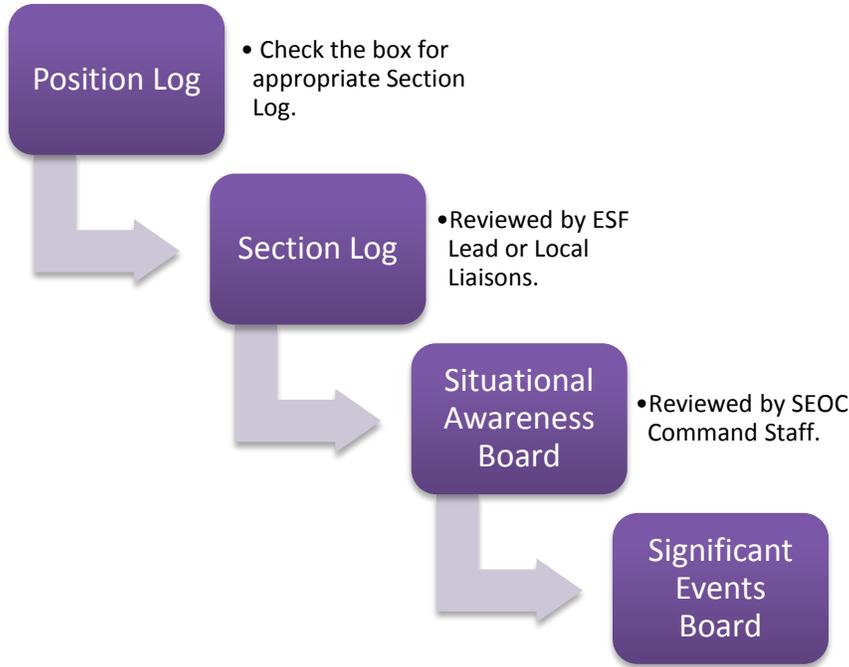




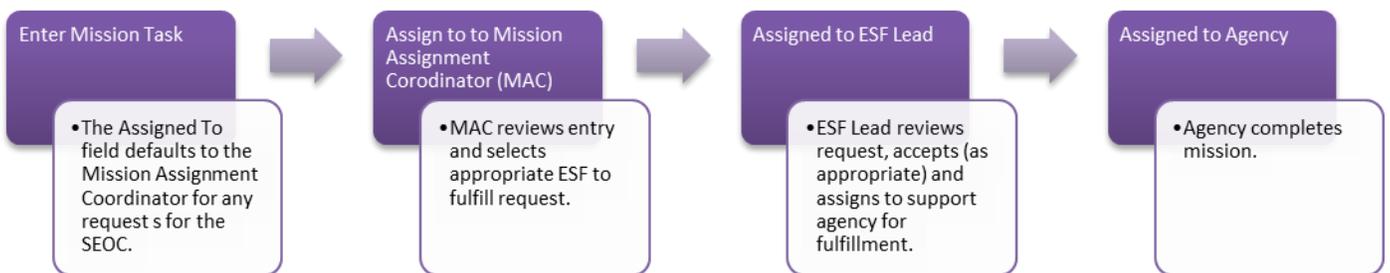
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**WebEOC Information Flow**

**Information Sharing:**



**Mission Task Requests:**





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**Logging in**

WebEOC is web-based software. To access WebEOC, users need a computer with an internet connection. WebEOC works best with Internet Explorer. It may not function properly with other web browsers such as Firefox, Safari, or Chrome.

1. From your web browser go to the HSEM webpage.  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)

2. On the right side, click the purple icon for WebEOC

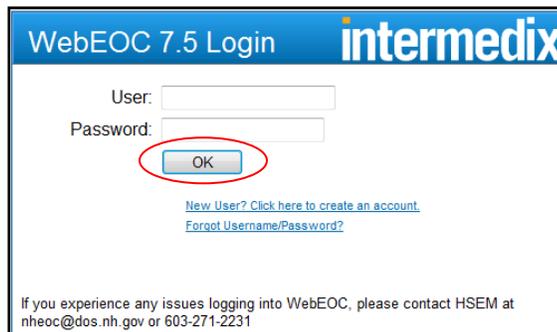
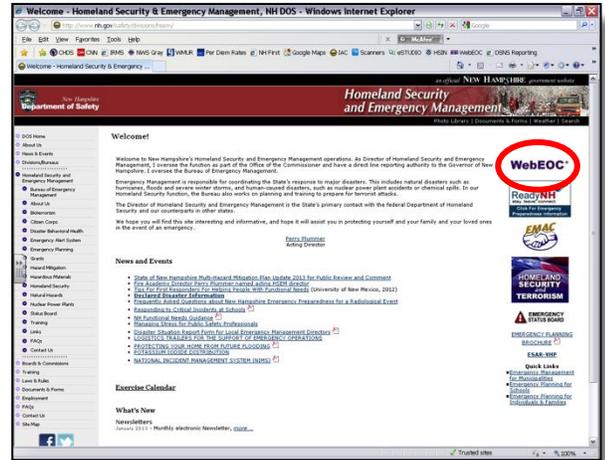
*A new page will open up with a WebEOC 7.4 Login Screen. It is recommended to save this page as a favorite so you can easily access it the next time you need to log in to WebEOC.*

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

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

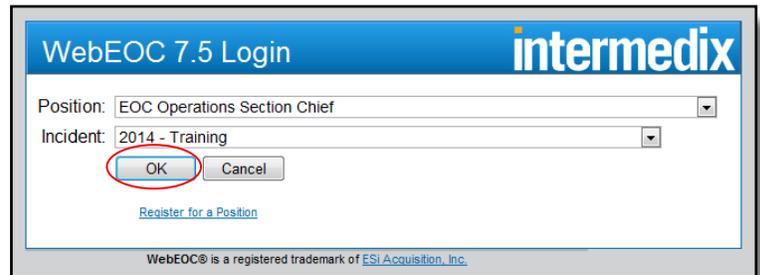
i.e.: smith.joseph

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 **2014 - Training** incident
8. Click OK



**NOTE:**  
HSEM does not use the “Register for a Position” functionality in WebEOC. Accounts are created for approved users who submit the account request and attend training.

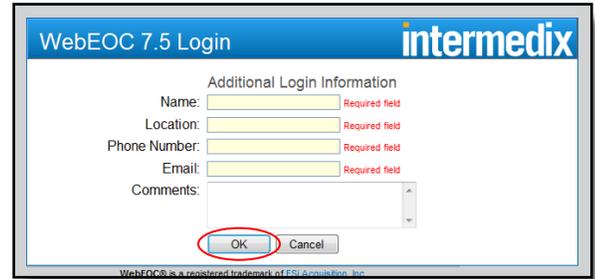


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9. Enter additional Login Information

(this will auto fill your contact information within WebEOC)

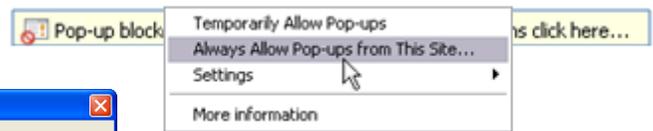
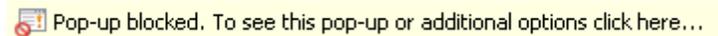
- c. Name
- d. Location (where you physically are, i.e.: SEOC, LEOC, MACE, town, etc.)
- e. Phone Number (where you can be reached during the event)
- f. Email



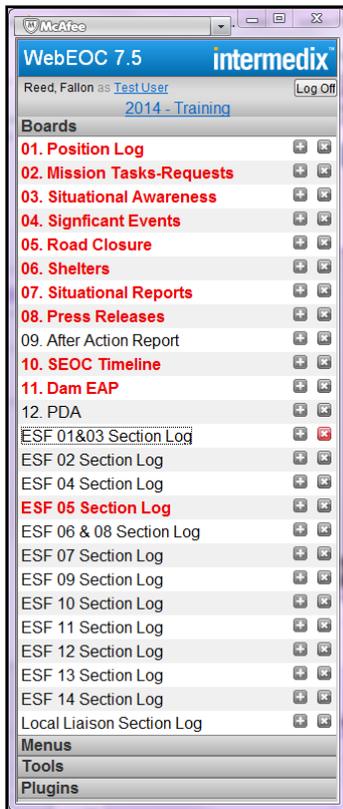
10. Click OK

11. Disable Pop Up Blockers

- a. Click on the Pop-Up message on your toolbar
- b. Select "Always Allow Pop-Ups from this Site"
- c. Click Yes from the dialog box to allow Pop-Ups from the WebEOC site.



If you have logged in successfully, the WebEOC Control Panel and the Logged in Window should then be visible:



This log in page can be closed – it is no longer needed.



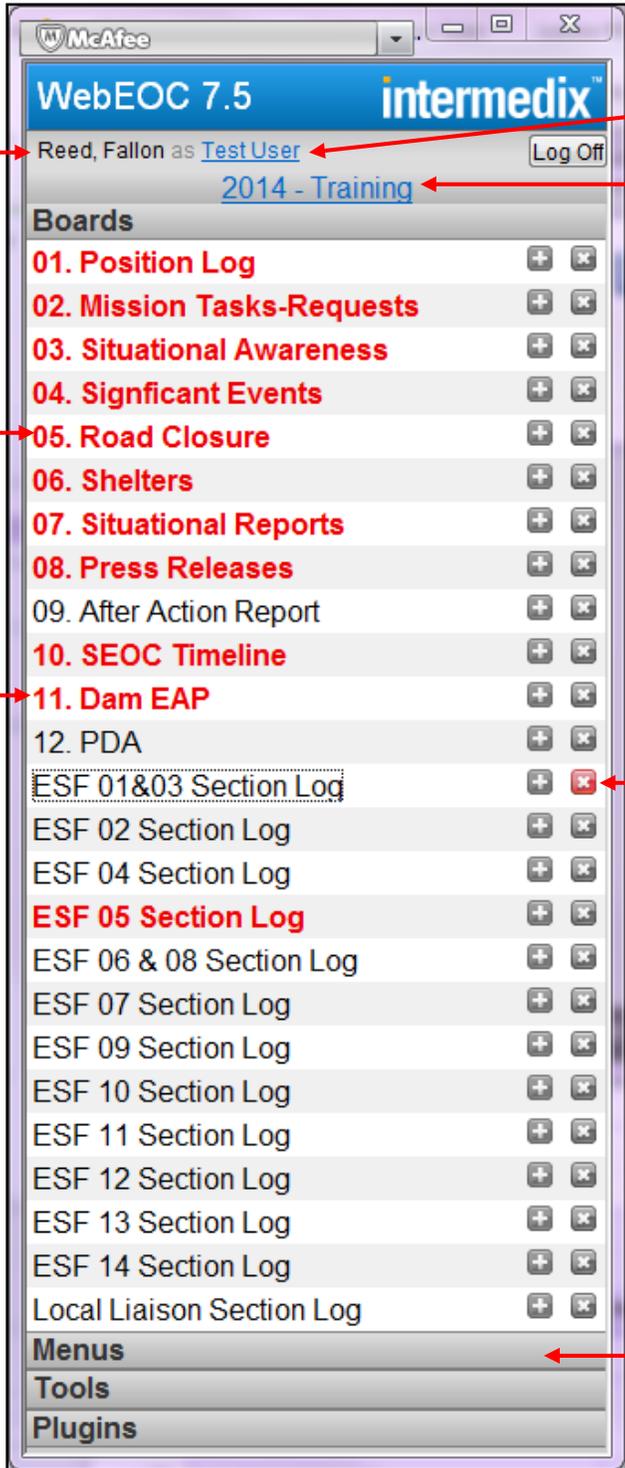


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### Control Panel

The Control Panel is the primary navigation tool for WebEOC. It is the user’s means of accessing boards, menus, 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, Tools and Plugins.



WebEOC User

Position Name

Incident

Board turns Red to indicate new information

Click on the board name to view entries/information

Red x Icon indicates the board is open. Click on the icon to close the board.

Click on the gray section header to collapse or expand the section.

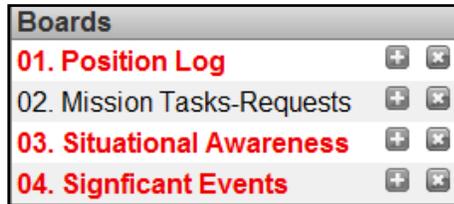


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## Boards

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 the text is **Bolded**, 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 text will turn back to a solid black.



### 01. Position Log

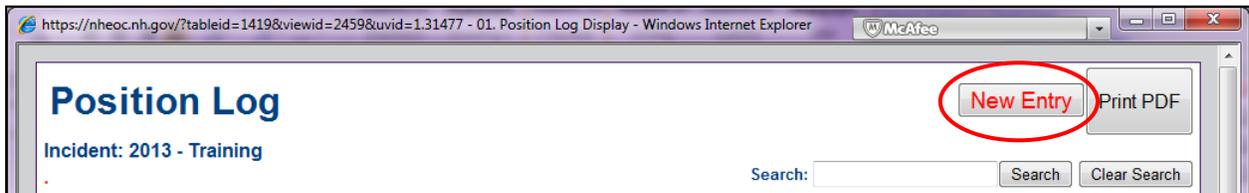
The Position Log allows users to document all of the activities and/or actions that are performed during a shift. A Position Log is only visible to users logged in as the same Position.

#### Adding an entry to the Position Log:

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



- To enter information, click on the Red “New Entry” button at the top of the board.



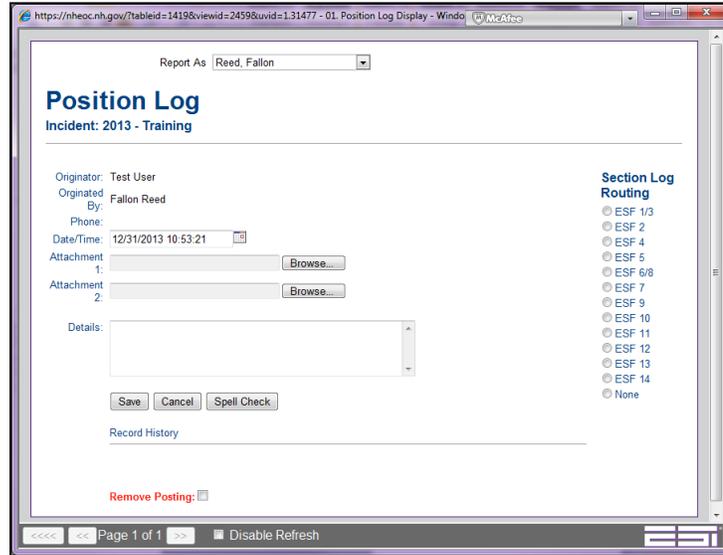
**NOTE:**

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

- Enter the information in the following fields
  - Attachment:* Click the browse button to include an attachment with the entry.
  - Details:* A detailed description of the activity or information to be logged such as situational awareness, chronological events, general updates, etc.



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4. Select the appropriate Section Log Routing Option.

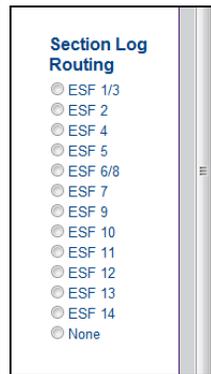
Position Log entries are intended to be used as a chronological event log for your position. Entries that only impact your position/agency should be kept in your position log by selecting “None” under the Section Log Routing list. However items that are intended for situational awareness, or describe a major action taken should be shared with other users by selecting the appropriate Section Log routing option.

- a. Local and County level positions will have the option to route the posting to the Local Liaison Section Log or to keep it on the Position Log by selecting the appropriate button.
- b. All other positions will have the option to route the posting to a specific Section Log. Choose the Section Log based on the Emergency Support Function (ESF) your position falls under and the content of the entry. For example – if DRED was posting a status update on the availability of Sawyer crews, they would share that information on the ESF 4 (Firefighting) Section Log by selecting the button for ESF 4.

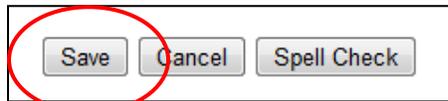
a. Local/County Positions



b. All Other Positions



5. Click Save

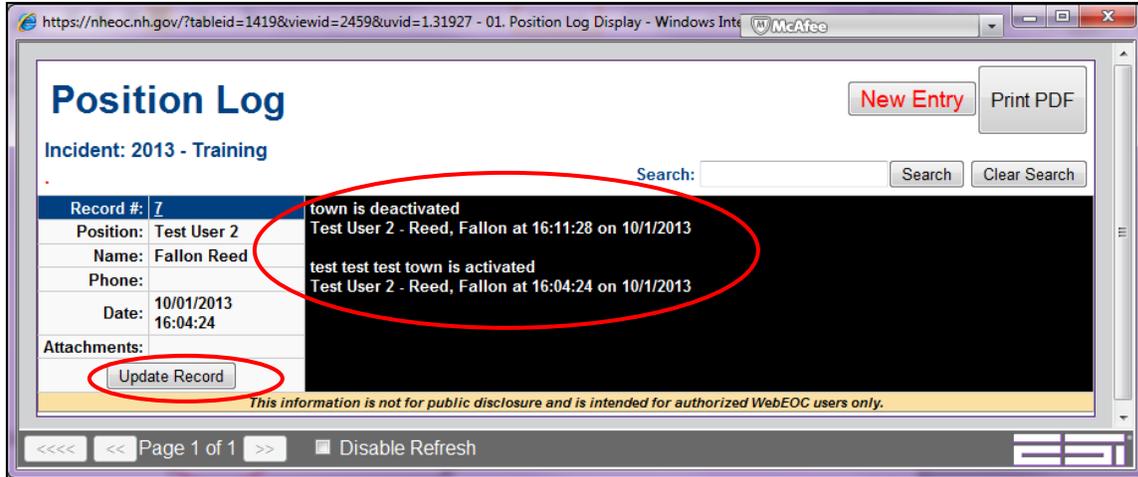


6. Your entry will now display on the Position Log Board.

- a. If an update needs to be made to the entry, click the “Update Record” button.
  - If an entry needs to be removed from the Section Log, change the Section Log routing option to None.
- b. All information added to the Details section of the entry will appear in a chronological history.



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

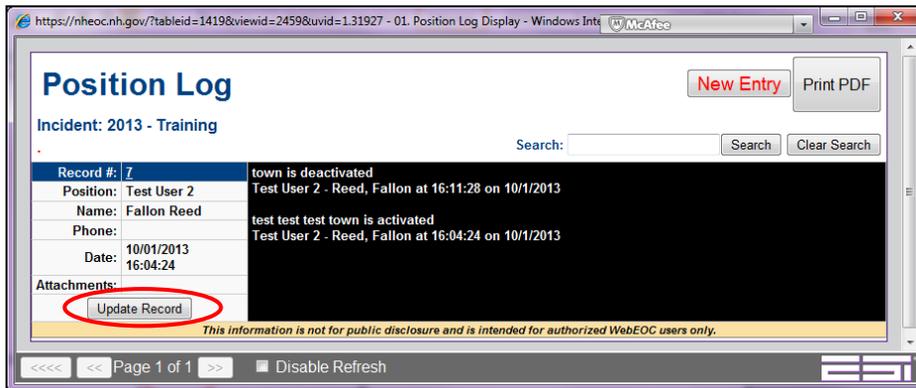


### Updating an Entry

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



2. Click on the “Update Record” 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 position log.

3. Enter the updated information in the Details field. You can also adjust the Section Routing, if needed.
4. 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](mailto:nheoc@dos.nh.gov)

## 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 Red “New Entry” button.

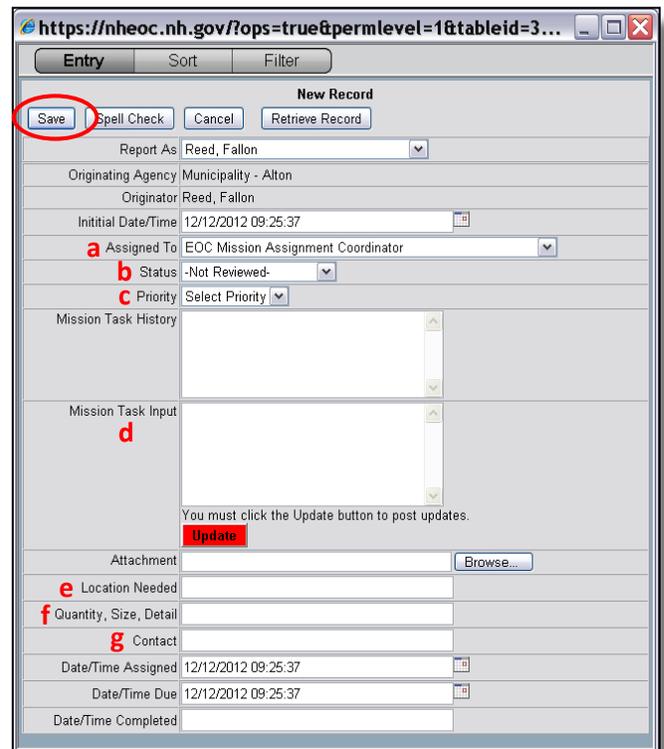


- Enter the following information on the entry form:

- 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.
- Status: Default Status is “-Not Reviewed-“which provides a visual trigger to indicate a new entry has been made. When creating a new entry – leave the default status as is.

- Not Reviewed-
- Accepted
- Assigned
- Assigned to Lead
- Closed
- Complete
- In Progress
- Need More Information
- Over Due
- Rejected
- Unassigned
- Updated

- Priority: routine, priority, immediate
- Mission Task Input: general text of what is needed. After the info is entered in this field, you must click the red update button to post information. The information will then be logged in the Mission Task History field.
- Location Needed: be as specific as possible
- Quantity, Size, Detail: be as specific as possible
- Contact: Name and phone number of contact for request



- 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](mailto:nheoc@dos.nh.gov)

Accepting a Mission Task:

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



2. Click on the Edit button on the far right of the mission assigned to you.

https://nheoc.nh.gov/?tableid=356&viewid=1116&uvid=1.21272 - Mission Tasks Display - Windows Internet Explorer

2012 Training

ALL MISSION TASKS

Request No.	Originator Date/Time	Mission Task History	Assigned To Date/Time	Time Due/Completed	Status	Attachments	Edit
2858	Municipality - Benton Reed, Fallon	500 sandbags for Main St Bridge Municipality - Benton - Reed, Fallon at 15:25:37 on 12/12/2012	Assigned To EOC ESF- 1 Transportation	12/12/2012 19:25:16	Assigned		Edit
	12/12/2012 15:25:37	Location: 223 Main Street - Benton Quantity, Size, Detail: 500 sandbags Contact: Joe Smith 555-6598	12/12/2012 15:26:59				

3. Click on the Status Drop down and select "Accepted or In Progress"

Update Record 4778

Save Spell Check Cancel

Report As: Reed, Fallon

Originating Agency: Test User

Originator: Reed, Fallon

Initial Date/Time: 02/24/2014 10:38:53

Assigned To: EOC ESF- 1 Transportation

Status: Assigned

Priority: Not Reviewed

Mission Task History: Unassigned, Delegated, **Accepted**, Assigned to Lead, Accepted, In Progress, Updated, Need More Information, Complete, Closed, Rejected, Over Due

Mission Task Input:

Attachment:  Browse...

Attachment:  Browse...

Location Needed: 223 Main Street - Benton

Quantity, Size, Detail: 500 Sandbags

Contact: Joe Smith 555-6598

Date/Time Assigned: 02/24/2014 10:39:42

Date/Time Due:

Page 1 of 1 Disable Refresh intermedi

https://nheoc.nh.gov/?tableid=356&vi...

Update Record 2858

Save Spell Check Cancel

Report As: Reed, Fallon

Originating Agency: Municipality - Benton

Originator: Reed, Fallon

Initial Date/Time: 12/12/2012 15:25:37

Assigned To: EOC ESF- 1 Transportation

Status: Assigned

Priority: Immediate

Mission Task History: 500 sandbags for Main St Bridge  
Municipality - Benton - Reed, Fallon at 15:25:37 on 12/12/2012

Mission Task Input:

Attachment:  Browse...

Location Needed: 223 Main Street - Benton

Quantity, Size, Detail: 500 sandbags

Contact: Joe Smith 555-6598

Date/Time Assigned: 12/12/2012 15:26:59

Date/Time Due: 12/12/2012 19:25:16

Disable Refresh

4. Enter information to the Mission Task Input that the mission has been accepted, etc.
  5. Click Update
  6. Click Save
- The Mission Task Display window reappears displaying the status change

2014 - Training

ALL MISSION TASKS

New Entry Print PDF

NHSEOC - 603-223-3663 [nheoc@dos.nh.gov](mailto:nheoc@dos.nh.gov)

Search Clear Search

Request No.	Originator Date/Time	Mission Task History	Assigned To Date/Time	Time Due/Completed	Status	Attachments	Edit
4778	Test User Reed, Fallon	500 Sandbags for Main St Bridge Test User - Reed, Fallon at 10:38:53 on 2/24/2014	Assigned To EOC ESF- 1 Transportation		In Progress		Edit
	02/24/2014 10:38:53	Location: 223 Main Street - Benton Quantity, Size, Detail: 500 Sandbags Contact: Joe Smith 555-6598	02/24/2014 10:39:42				



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

**Rejecting 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 Edit button on the far right of the mission to reject.

Request No.	Originator Date/Time	Mission Task History	Assigned To Date/Time	Time Due/Completed	Status	Attachments	Edit
2858	12/12/2012 15:25:37	500 sandbags for Main St Bridge Municipality - Benton - Reed, Fallon at 15:25:37 on 12/12/2012 Location: 223 Main Street - Benton Quantity, Size, Detail: 500 sandbags Contact: Joe Smith 555-6598	Assigned To EOC ESF- 1 Transportation 12/12/2012 15:26:59	12/12/2012 19:25:16	Assigned		Edit

3. Click on the Status drop down and select "Rejected"
4. Click on the Assigned to drop down and select "Mission Assignment Coordinator"

5. Enter information to the Mission Task Input with the rationale for the rejection of the mission task.
6. Click Update
7. Click Save

The Mission Task Display window reappears displaying the status change

Request No.	Originator Date/Time	Mission Task History	Assigned To Date/Time	Time Due/Completed	Status	Attachments	Edit
4778	02/24/2014 10:38:53	500 Sandbags for Main St Bridge Test User - Reed, Fallon at 10:38:53 on 2/24/2014 Location: 223 Main Street - Benton Quantity, Size, Detail: 500 Sandbags Contact: Joe Smith 555-6598	Assigned To EOC Mission Assignment Coordinator 02/24/2014 10:39:42		Rejected		Edit



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

### 03. Situational Awareness

The Situational Awareness Board replaces the Section Log board from previous versions of WebEOC. It is used to provide state level situational awareness to all users. It is read only and can only be modified by SEOC command staff. As information is posted to specific section logs, the ESF Leads or Local Liaisons will review and push appropriate information from the individual Section Logs to the Situational Awareness Board.

The Situational Awareness board will provide the broadest view of information about the incident. Users can also select to view specific ESF Section Logs from the Situational Awareness Board. SEOC Command Staff will review entries to the Situational Awareness Log and determine if the information needs to be pushed to the Significant Events board. Once the entry has been reviewed, green **Reviewed** text will appear in the Reviewed field.

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



**Situational Awareness Log** Print PDF

Incident: 2014 - Training

Search:  Search Clear Search

Section Logs: ESF 1/3 ESF 1/3 ESF 2 ESF 4 ESF 5 ESF 6/8 ESF 7 ESF 9 ESF 10 ESF 11 ESF 12 ESF 13 ESF 14

Record #:	28	IED at parking garage
Position:	Test User	Test User - Reed, Fallon at 14:14:14 on 2/19/2014
Name:	Fallon Reed	Manchester advised explosion at Radisson
Phone:		Test User - Reed, Fallon at 14:13:43 on 2/19/2014
Date:	02/19/2014 14:13:43	
Attachments:		
Reviewed:	<b>Reviewed</b>	

This information is not for public disclosure and is intended for authorized WebEOC users only.

### 04. Significant Events

This board is similar to the Situational Awareness board, however it only contains items deemed 'significant' by SEOC command staff. The postings on the Significant Events Board come from the Situational Awareness Log that is routed from the individual Section Logs. It is read only and can only be modified by SEOC command staff.

1. Click on the Significant Events text on the Control Panel to see the content posted on the board.



**Significant Events** Print PDF

Incident: 2014 - Training

Search:  Search Clear Search

Section Logs: ESF 1/3 ESF 1/3 ESF 2 ESF 4 ESF 5 ESF 6/8 ESF 7 ESF 9 ESF 10 ESF 11 ESF 12 ESF 13 ESF 14

Record #:	28	IED at parking garage
Position:	Test User	Test User - Reed, Fallon at 14:14:14 on 2/19/2014
Name:	Fallon Reed	Manchester advised explosion at Radisson
Phone:		Test User - Reed, Fallon at 14:13:43 on 2/19/2014
Date:	02/19/2014 14:13:43	
Attachments:		
Reviewed:		

Update Record

This information is not for public disclosure and is intended for authorized WebEOC users only.



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## 05. 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 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 the “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.

- To 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 “Enter New Closure” button.



- Enter the following information on the entry form:
  - Jurisdiction: Municipal, State, Private, Federal (State Road Closures are entered by NH DOT only)
  - Road Name
  - Between (Cross Street #1)
  - And (Cross Street #2)
  - City/Town – select from the drop down
  - Status
    - Full Closure
    - Partial Closure (only one lane is impacted)
    - Open (road was once closed or restricted and is now open)
    - Restricted (traffic is limited to emergency vehicles, local traffic, height/weight restriction, etc)
  - Reason for Closure: check all boxes that apply to the closure and describe further in the text box, if needed.
  - Additional details can be reference any applicable mile marker, landmark, utility pole number, utility company, etc. Also use this field to provide more detailed updates on the status of the closure. You must click update to post the information with a date/time stamp.
  - Attachment: any pictures or other attachments can be included with the entry.
  - Est. Date/Time Open: if you have an estimate on when the road may be opened, enter it in this field.
- Click Save at the bottom of the entry form.



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

**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 Update button for the road closure you wish to update.

**Road Closures** Enter New Closure Print PDF

2013 Training

Status	Municipal	State	Federal	Private	All
Open	0	0	0	0	0
Full Closure	1	0	0	0	1
Partial Closure	0	1	0	0	1
Restricted	1	0	0	0	1
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>

All

Status	City/Town	Jurisdiction	Road	From	To	Details	Update	Last Updated
Full Closure	Keene	Municipal	Elm Street	1	8		<input type="button" value="Update"/>	06/26/2013 14:34:02
Restricted	Barnstead	Municipal	Smith Street	34	89		<input type="button" value="Update"/>	06/26/2013 14:33:04
Partial Closure	Londonderry	State	93 S exit 4				<input type="button" value="Update"/>	06/26/2013 14:32:17

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** Enter New Closure Print PDF

2013 Training

Status	Municipal	State	Federal	Private	All
Open	0	0	0	0	0
Full Closure	1	0	0	0	1
Partial Closure	0	1	0	0	1
Restricted	1	0	0	0	1
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>

All

Status	City/Town	Jurisdiction	Road	From	To	Details	Update	Last Updated
Full Closure	Keene	Municipal	Elm Street	1	8		<input type="button" value="Update"/>	06/26/2013 14:34:02
Restricted	Barnstead	Municipal	Smith Street	34	89		<input type="button" value="Update"/>	06/26/2013 14:33:04
Partial Closure	Londonderry	State	93 S exit 4				<input type="button" value="Update"/>	06/26/2013 14:32:17

4. The drop down menu on the board allows you to sort by Status of the road closure.
5. The utility button will show all road closures related to wires or poles.
6. 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.



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

**06. 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 the “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.

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



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

**Shelters**

Incident: 2013 Training

Enter New Shelter
Print PDF

Status	All	Charging Station	Cooling Center	Warming Center	Overnight
Open	1	0	0	0	1
Closed	0	0	0	0	0
Full	0	0	0	0	0
Standby	3	0	0	1	2
<b>Total</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>

Status: All Type: All [Pet Friendly] [Accessibility] Search Clear Search

Name	Town	Type	Status	Accommodations	Capacity	Occupancy	Availability	Attachment	Details	Update	Last Updated
Pittsfield High School	Pittsfield	Overnight	STANDBY	[Pet Friendly]	100	0	100	<a href="#">Attachment</a>	[Details]		03/27/2013 11:26:31
SEOC	Concord	Overnight	STANDBY	[Pet Friendly]	0	0	0		[Details]		06/13/2013 10:13:38
Sandwich Central School	Center Sandwich	Warming Center	STANDBY	[Pet Friendly] [Accessibility]	260	0	260		[Details]		07/08/2013 09:46:20
Souhegan High School	Amherst	Overnight	OPEN	[Accessibility]	500	226	274	<a href="#">Attachment</a>	[Details]		04/09/2013 09:07:58
Bow High School	Bow	Cooling Center	CLOSED		0	0	0		[Details]		03/27/2013 09:49:34

3. Enter the following information on the entry board:

- a. Type:
- b. Status
- c. Name: Facility Name
- d. Address
- e. Town
- f. State
- g. Capacity
- h. Occupancy
- i. Functional Needs
- j. Pet Friendly
- k. Contact Information
  1. Shelter Manager Name
  2. Shelter Manager Phone Number
  3. Mobile Phone
- l. Comments
- m. Attachment – include if appropriate
- n. Click Save

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



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

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

**Shelters**

Incident: 2013 Training

[Enter New Shelter](#) [Print PDF](#)

Status	All	Charging Station	Cooling Center	Warming Center	Overnight
Open	0	0	0	0	1
Closed	0	0	1	0	0
Full	0	0	0	0	0
Standby	3	0	0	1	2
<b>Total</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>

Status: All Type: All

Name	Town	Type	Status	Accommodations	Capacity	Occupancy	Availability	Attachment	Details	Update	Last Updated
Pittsfield High School	Pittsfield	Overnight	STANDBY		100	0	100	<a href="#">Attachment</a>		<a href="#">Update</a>	03/27/2013 11:26:31
SEOC	Concord	Overnight	STANDBY		0	0	0			<a href="#">Update</a>	06/13/2013 10:13:38
Sandwich Central School	Center Sandwich	Warming Center	STANDBY		260	0	260			<a href="#">Update</a>	07/08/2013 09:46:20
Souhegan High School	Amherst	Overnight	OPEN		500	226	274	<a href="#">Attachment</a>		<a href="#">Update</a>	04/09/2013 09:07:58
Bow High School	Bow	Cooling Center	CLOSED		0	0	0			<a href="#">Update</a>	03/27/2013 09:49:34

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.

Status	All	Charging Station	Cooling Center	Warming Center	Overnight
Open	0	0	0	0	1
Closed	0	0	1	0	0
Full	0	0	0	0	0
Standby	3	0	0	1	2
<b>Total</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>

Status: All Type: All

Name	Town	Type	Status	Accommodations	Capacity	Occupancy	Availability	Attachment	Details	Update	Last Updated
Pittsfield High School	Pittsfield	Overnight	STANDBY		100	0	100	<a href="#">Attachment</a>		<a href="#">Update</a>	03/27/2013 11:26:31
SEOC	Concord	Overnight	STANDBY		0	0	0			<a href="#">Update</a>	06/13/2013 10:13:38
Sandwich Central School	Center Sandwich	Warming Center	STANDBY		260	0	260			<a href="#">Update</a>	07/08/2013 09:46:20
Souhegan High School	Amherst	Overnight	OPEN		500	226	274	<a href="#">Attachment</a>		<a href="#">Update</a>	04/09/2013 09:07:58
Bow High School	Bow	Cooling Center	CLOSED		0	0	0			<a href="#">Update</a>	03/27/2013 09:49:34

4. By using the drop down menus on the board you can sort by Status and Type of Shelter.
5. Clicking on the will show only Function Needs shelters. Clicking on the icon again will remove the filter.
6. Clicking on the will show only Pet Friendly shelters. Clicking on the icon again will remove the filter.
7. 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](mailto:nheoc@dos.nh.gov)

### 07. Situational Reports

The Situational Reports board is a read only board for most users. Situational Reports and other event specific documents are posted here. SEOC Command Staff have the ability to post documents to this board. Sitreps are typically posted at least once every 12-24 hours during an emergency.

1. To open Situational Report documents, click on the Situational Report 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 Reports			
Incident: 2014 - Training			
Date	Posted By	Title	Attachment
02/18/2014 12:59:35	EOC Operations Section Chief	Situation Report	

### 08. Press Releases

The press release board is a read only board for most users. Press Release and Public Information documents published by the SEOC and other entities are posted here. State PIO users and SEOC Command Staff have the ability to post documents to this board.

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



1. 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.

Press Releases			
Incident: 2014 - Training			
Date	Posted By	Title	Attachment
02/18/2014 12:59:11	EOC Operations Section Chief	SS Press Release	



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

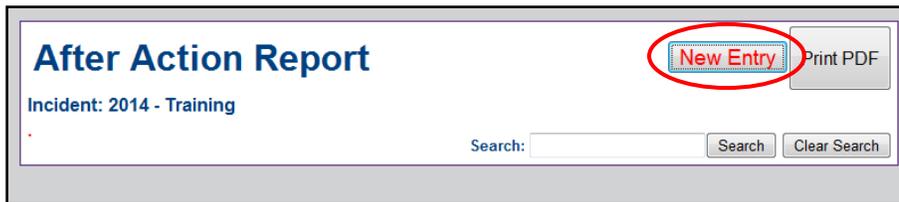
### 09. After Action Report (AAR)

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

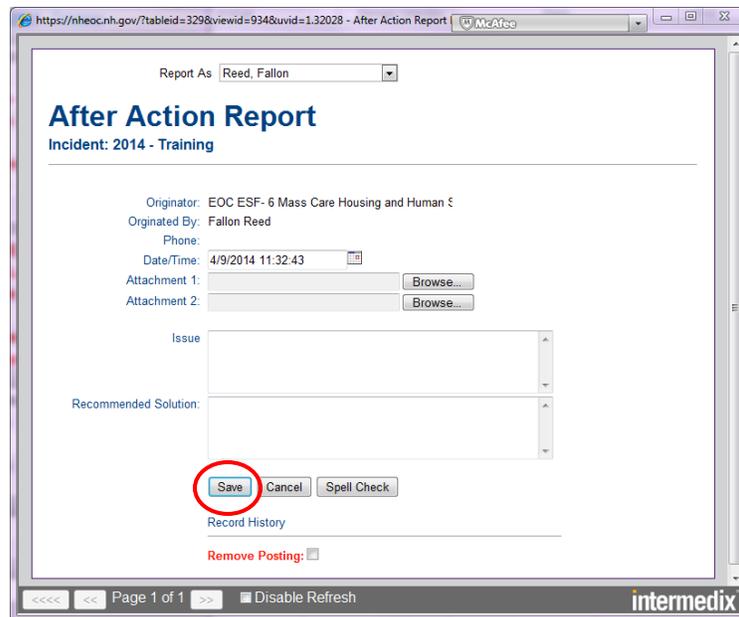
1. To enter an AAR item, click on the After Action Report text on the control Panel.



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



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



**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](mailto:nheoc@dos.nh.gov)

## 10. 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.

- 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									
<input type="button" value="Add New Event"/> <input type="button" value="Print PDF"/>									
Friday, February 21st 2014, 13:40:34									
Time	Event	Occurrence	Location	Call In Number	PIN	Details	Update	Last Update	
13:42 <i>in 1 minutes</i>	Shift Change Briefing	Daily	EOC	n/a			<input type="button" value="Update"/>	02/21/2014 13:39:25	
14:00 <i>in 19 minutes</i>	Planning Cell Brief	One-Time	EOC Conference Room	800-555-5555	9876541#		<input type="button" value="Update"/>	02/21/2014 13:38:41	
22:30 <i>in 8h 49m</i>	Governor's Briefing	Daily	Situation Room	n/a			<input type="button" value="Update"/>	02/21/2014 13:38:07	
13:07 <i>33 minutes passed</i>	EMD Conference Call	Daily	Telephone	800-555-5555	123456789#		<input type="button" value="Update"/>	02/21/2014 13:41:25	

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 20 minutes of start time.
- All other events are **BLUE**.
- Any item below the solid gray line has already occurred.



## 11. Dam EAP

**BOARD STILL IN PRODUCTION.**

**MORE INFORMATION TO BE PUBLISHED SOON.**



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

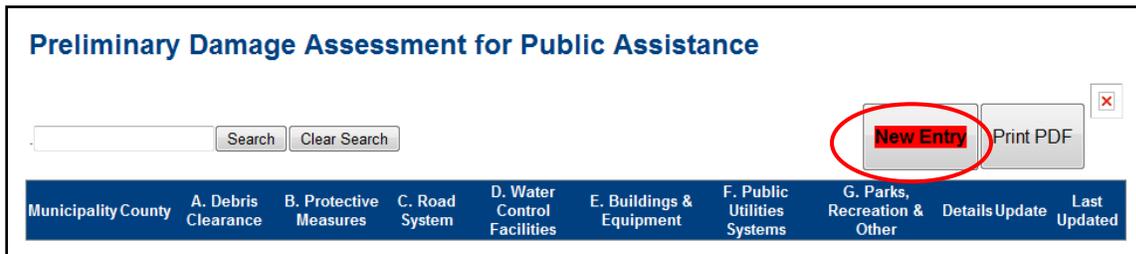
**12. PDA**

The PDA Board tracks Preliminary Disaster Assessments for Public Assistance. After a disaster strikes PDA is used to determine the magnitude and impact of an event’s damage. Local EMD’s estimate costs across seven categories to determine the need for supplemental Federal assistance.

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

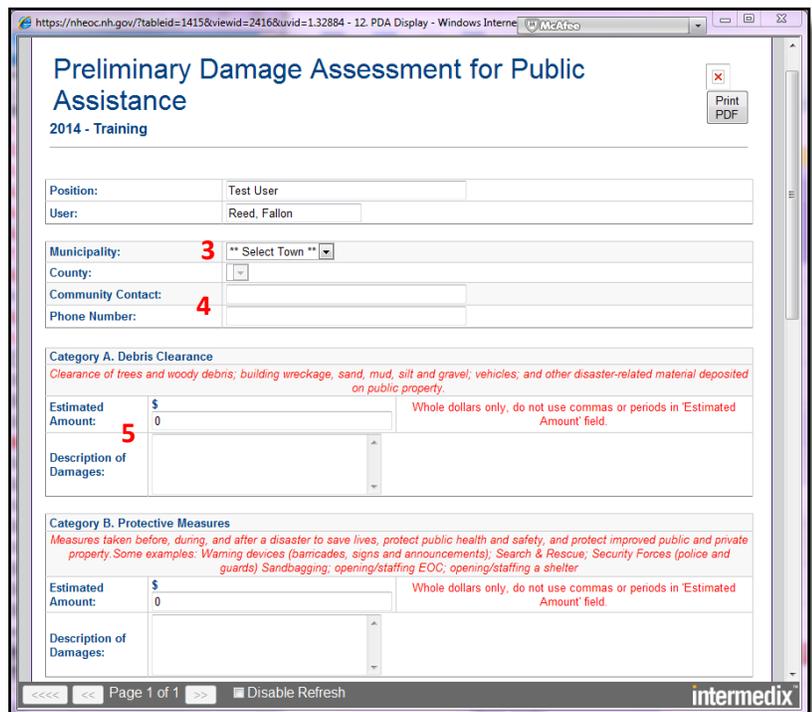


2. In the top right corner of the PDA Board, click on the “New Entry” button.



3. Select the Municipality for which you are reporting PDA amounts.
4. Enter the Community Contact and Phone Number
5. Enter the following information for each applicable PDA Category:
  - a. Estimated Amount
  - b. Description of Damages
6. Click Save at the bottom of the screen

**NOTE:**  
Estimated Amounts must be reported in whole dollars only, do not use commas or periods.





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### ESF Section Logs

Each Emergency Support Function (ESF) has a Section Log specific to their function. The boards provide ESF level situational awareness to all users. They are read only access for most users and can only be modified by ESF Lead positions. The Lead will review and push appropriate information from their ESF Board to the Situational Awareness Board. Once the entry has been reviewed, green **Reviewed** text will appear in the Reviewed field.

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

ESF 01&03 Section Log	+	x
ESF 02 Section Log	+	x
<b>ESF 04 Section Log</b>	+	x
<b>ESF 05 Section Log</b>	+	x
<b>ESF 06 &amp; 08 Section Log</b>	+	x
ESF 07 Section Log	+	x
ESF 09 Section Log	+	x
ESF 10 Section Log	+	x
ESF 11 Section Log	+	x
ESF 12 Section Log	+	x
ESF 13 Section Log	+	x
ESF 14 Section Log	+	x

## ESF 5 Section Log

Incident: 2013 - Training

Search:

<b>Record #:</b>	<b>15</b>	for hurricane Jerry
<b>Position:</b>	Test User	Test User - fallon.c.reed at 11:30:48 on 10/3/2013
<b>Name:</b>	Fallon Reed	activated SEOC at level 2
<b>Phone:</b>		Test User - fallon.c.reed at 11:27:11 on 10/3/2013
<b>Date:</b>	10/03/2013 11:27:11	
<b>Attachments:</b>		
<b>Reviewed:</b>	<b>Reviewed</b>	

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](mailto: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, green **Reviewed** text will appear in the Reviewed field.

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



## Local Liaison Section Log

[Print PDF](#)

Incident: 2013 - Training

Search:

Record #:	<a href="#">7</a>	town is deactivated
Position:	Test User 2	Test User 2 - Reed, Fallon at 16:11:28 on 10/1/2013
Name:	Fallon Reed	
Phone:		test test test town is activated
Date:	10/01/2013 16:04:24	Test User 2 - Reed, Fallon at 16:04:24 on 10/1/2013
Attachments:		
Reviewed:	<b>Reviewed</b>	

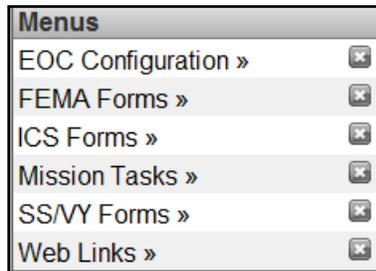
This information is not for public disclosure and is intended for authorized WebEOC users only.



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### Menus

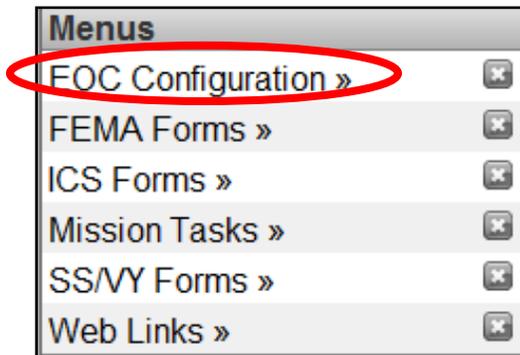
The Menu boards group and display common boards, forms and web links that are used during events. When the link is selected, a new window will open that is similar in appearance and functionality to the Control Panel.



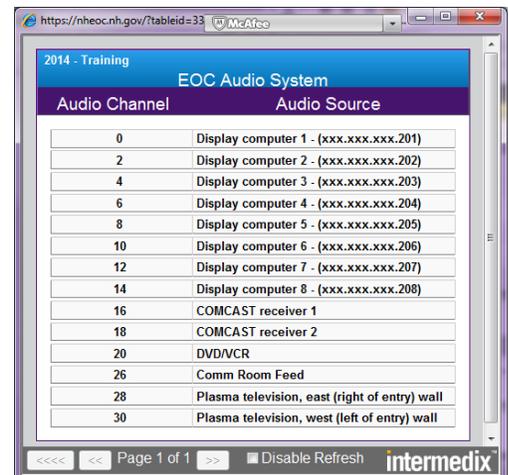
### EOC Configuration

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.

- 1. To open the listing, click on the EOC Configuration text in the Control Panel.



- 2. Next, click on the EOC Audio System Link.
a. The Audio Source options will then display.
b. Tune your receiver to the appropriate channel.



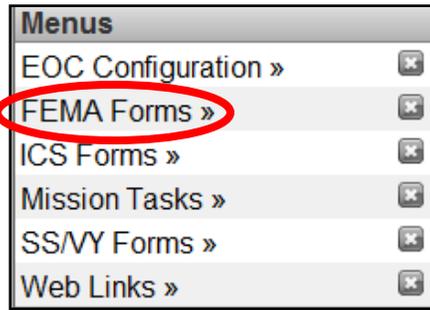


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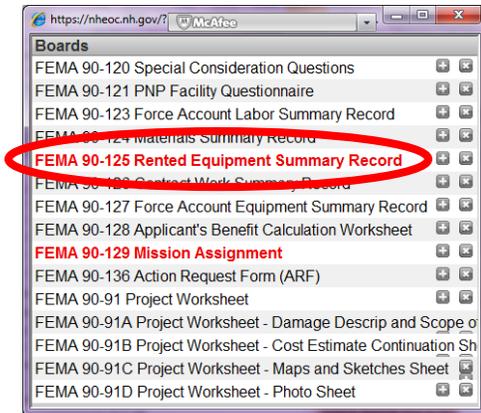
**FEMA Forms**

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

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

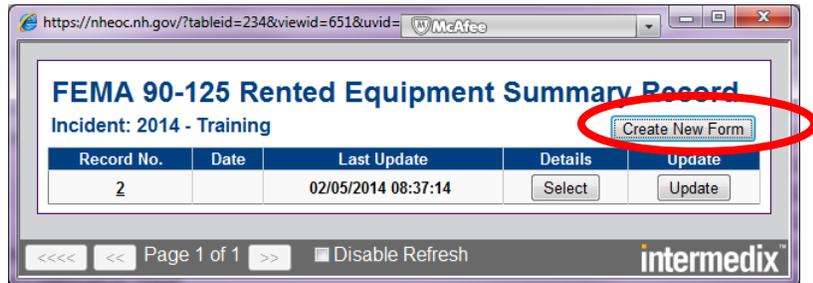


2. From the FEMA Forms Board, click on the text of the FEMA form you would like to open.

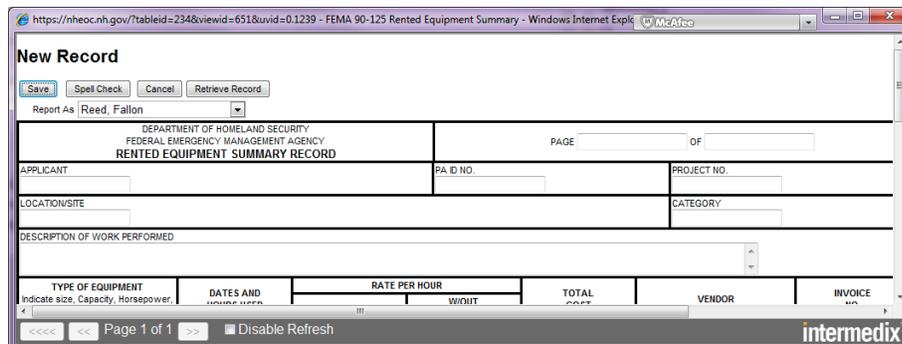


3. A form specific board will then open for you to review documents already posted there, or to create a new document.

- 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.



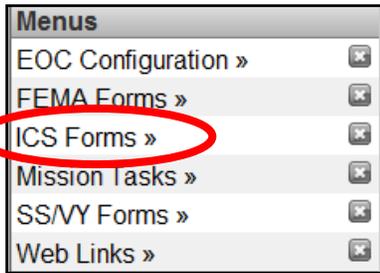


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**ICS Forms**

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. From the ICS Board, click on the text of the ICS form you would like to open.

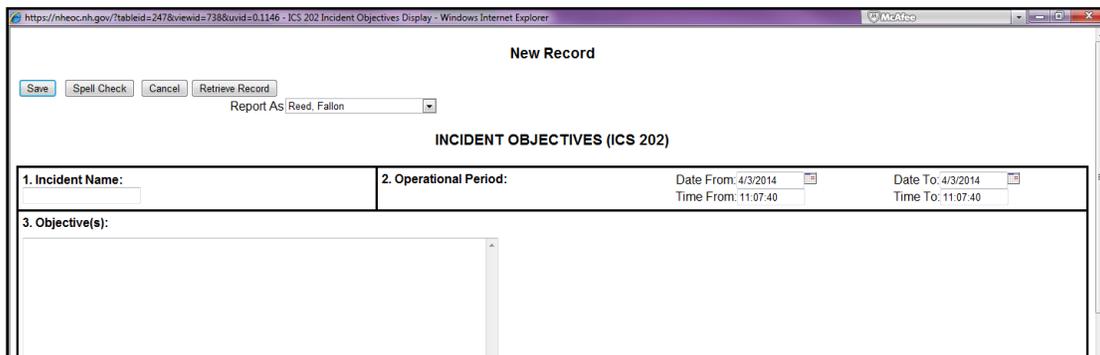


3. A form specific board will then open for you to review documents already posted there, or to create a new document.

- c. To review a previously posted document, click on the 'select' button to the right of the document
- d. 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.



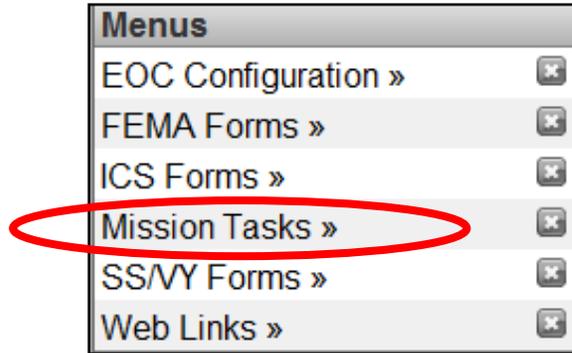


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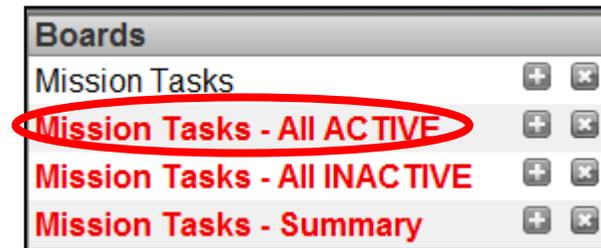
### Mission Tasks Menu

This menu is only available to positions with SEOC responsibilities. This menu will allow you to see additional Mission Task boards to monitor all active and inactive missions regardless of who they are assigned to.

1. To access the other Mission Task boards, click on the Mission Task menu. An additional screen will open with the Mission Task options.



2. Click on the Mission Task board you would like to view.
  - a. Mission Task – this is the same view as the 02. Mission Tasks-Requests Board. It will only show Mission Tasks entered by or assigned to your position.
  - b. Mission Task All Active – All the Active Mission Tasks for the current incident
  - c. Mission Task All Inactive – All the Closed, Completed, Rejected Mission Tasks for the current incident.
  - d. Mission Task Summary -



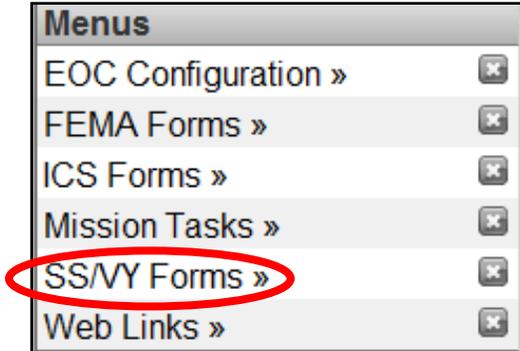


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### SS/VY Forms

The 300B Seabrook Station Status Report and 301B Vermont Yankee Status Report forms are posted on this board. It is used by communities in the Seabrook Station and Vermont Yankee Emergency Planning Zones (EPZ) only. During drills and events the 300B and 301B's are updated by the SEOC and posted here.

1. To open the form, click on the SS/VY Forms text in the Control Panel under Menu.



2. From the S/S Forms Board, click on the link for the board you want to view.



3. An additional screen will then open for you to review documents already posted there. To view the report, click on the Select Button to the right of the report you want to open. The most recent forms will be posted first.



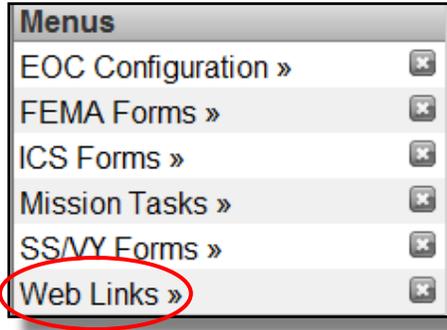


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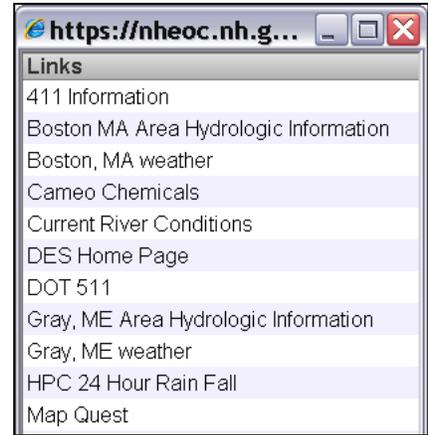
### Web Links

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 and it will open in a new browser.



see

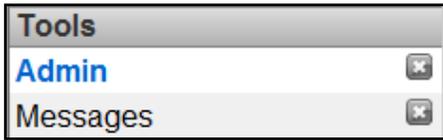
**NOTE:**  
 If you would like to see additional websites added to this board, email [nheoc@dos.nh.gov](mailto:nheoc@dos.nh.gov) with the page information.



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

## Tools

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



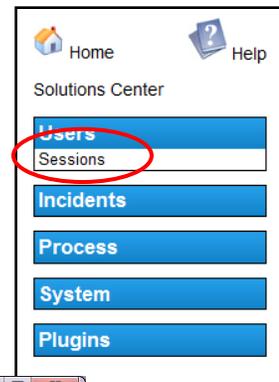
## Admin

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

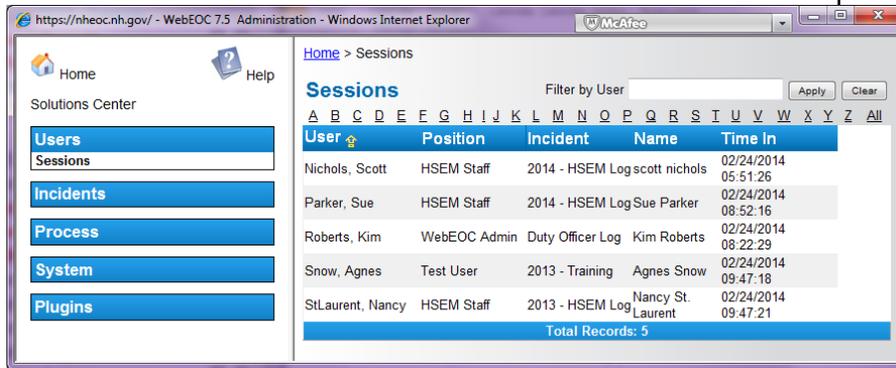
1. To open the WebEOC Contacts, click on the blue Admin text in the Control Panel.



2. On the left hand side, under the blue Users header, click the Sessions



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



The users contact info will then be displayed:





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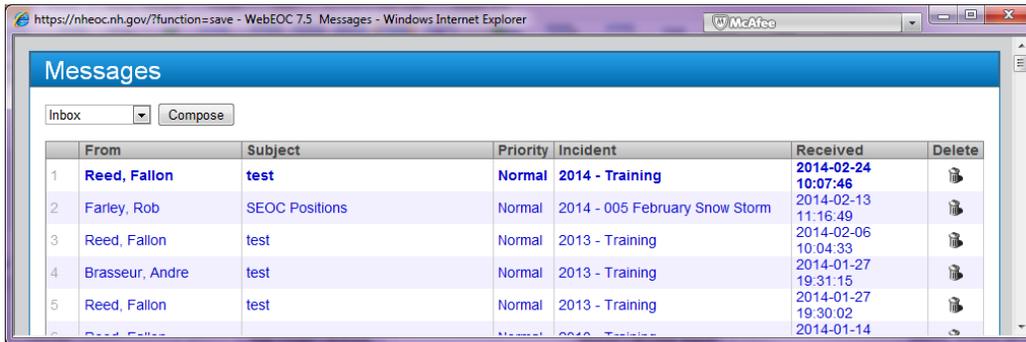
## Messages

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.

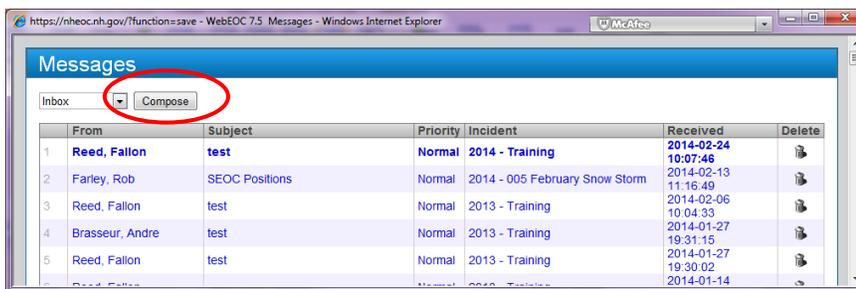


As is typical of standard e-mail systems, unread messages appear in bold text. Messages that have been read appear in regular text.

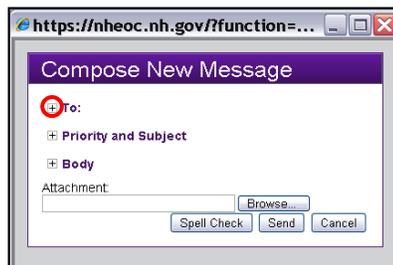


## Composing and Sending a Message

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



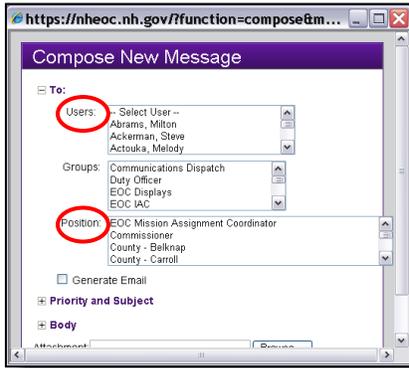
2. Click the plus sign next to the To field.





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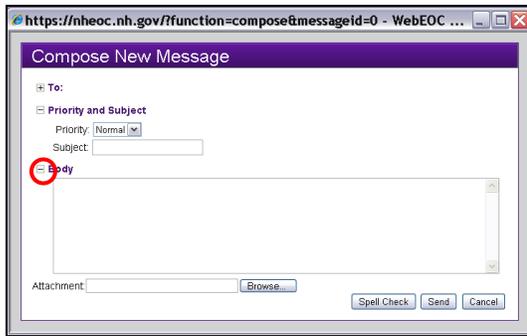
3. Select the recipient from the User or Position fields. If you send a message to a position, it will go to everyone that has access to that position. Do not use the Group option.



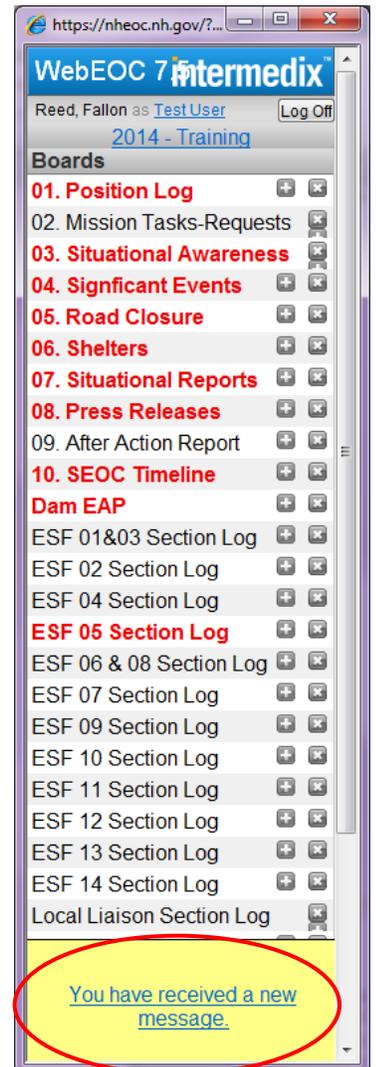
4. Click the plus sign next to the Priority and Subject and fill in the subject field and select a priority for the message.



5. Click the plus sign next to the Body to enter the text of the message.



6. Click Send.
  - o Recipients of WebEOC messages will receive a pop up message at the bottom of their control panel.
  - o Click on the popup to open the message.

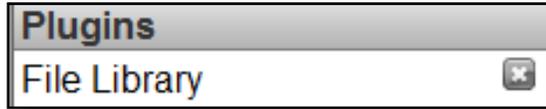




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## Plugins

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



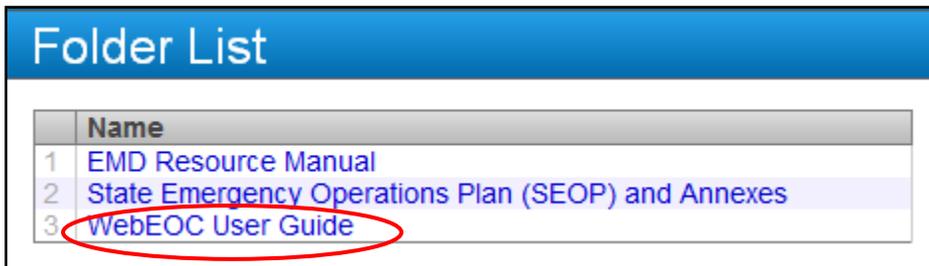
## File Library

The File Library is used to upload and share documents and files with other users through WebEOC. The file could be a procedure, image, or other type of files. Depending on the permissions granted, users may add, view, and/or delete files from the File Library.

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



2. Open a folder in the Folder List to access subfolders and files by clicking on the folder name.



3. Click on the Blue Arrow under View to download the file.





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## Logging Off

There are two ways to log off from WebEOC:

1. Click the X in the Control Panel Window
2. Click Log Off from the Control Panel

