



# WEBEOC USER MANUAL

MARCH 8, 2021

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## INTRODUCTION

WebEOC® has been adopted as the County’s incident management software tool. WebEOC® has the ability to allow the user to generate, post, transmit, and share information in real-time with other WebEOC® users. It is imperative that all Palm Beach County (PBC) Emergency Operations Center (EOC) representatives and partner agencies utilize this tool during an event, or incident to ensure that preparedness; response and recovery actions; resource requests; and demobilization are documented and tracked during the incident, or event. This tool is designed to help the EOC capture vital information that will be used to respond to the needs of County residents as well as create Incident Action Plans (IAPs), Situation Reports (SitReps), Press Releases, Response and Vulnerability Corrective Assessment Program (RAVCAP), etc. Information entered into the system should be considered as recorded legal documentation of actions taken.

The WebEOC® User Manual is a living document. This is due to WebEOC® boards being developed or revised to meet up-to-date user needs. Please check the file library in WebEOC® or the PBC Division of Emergency Management (DEM) SharePoint Plan Matrix to make certain you are reading the latest version.

## PURPOSE

The purpose of this document is to provide step-by-step instructions on using WebEOC® as an end user as well as to address the overall conceptual management of an emergency situation in Palm Beach County. This document will also outline applicable operational policies for the implementation of WebEOC® in the Palm Beach County EOC. This document does not outline all WebEOC® boards a user may have access to, but details many of those more frequently used.

## AUDIENCE

This document is for WebEOC® users supporting the Palm Beach County’s instance of WebEOC®, which includes the EOC Staff, Palm Beach County employees, municipal response personnel, and other authorized partner organizations and disaster response stakeholders.

## WEBEOC BOARD DEFINITIONS

WebEOC® is comprised of a series of “boards” that have been tailored to each position in the EOC. Attachment 1: WebEOC Board Definitions, will help users understand the purpose of these boards and identify the positions that are responsible for inputting and updating their information.

## LOGGING IN TO WEBEOC

Step	Action
1	Open your web browser. <b>NOTE:</b> WebEOC will not work with Internet Explorer. It is recommended that you use <b>Google Chrome</b> . If Google Chrome is unavailable, you may use Microsoft Edge.

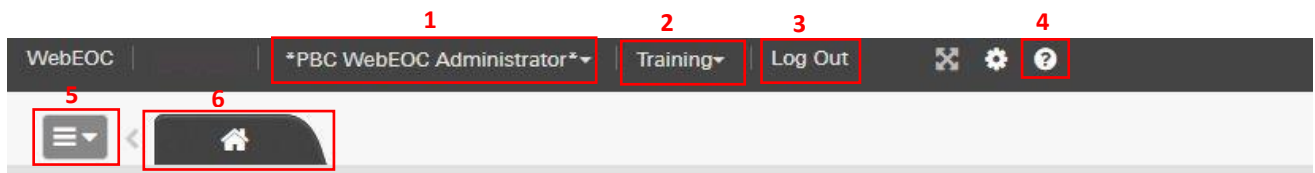
Step	Action
2	<p>Type <a href="https://webeoc.pbcgov.com/eoc7/">https://webeoc.pbcgov.com/eoc7/</a> in to the address bar and then press <b>enter</b>.</p> <p>You will be brought to the PBC WebEOC terms and Conditions page.</p>
3	<p>After reading the terms and conditions of the PBC instance of WebEOC, <b>click “Accept.”</b></p> <p>You will be brought to the PBC WebEOC Login Page.</p>
4	<p>Type in the <b>username</b> and <b>password</b> assigned to you when you registered for a WebEOC Account. For county employees, your username is your email address without "@pbcgov.org" or your full email address for non-county employees. Then <b>click “Log In.”</b></p> <div data-bbox="415 835 1292 1797" data-label="Image"> </div> <p>You will be asked to select your <b>Position</b> and <b>Incident</b>.</p>

Step	Action
	<p><b>NOTE:</b> After five (5) failed log in attempts or twelve (12) months of inactivity, your account will be locked. Periodically log in to your account to avoid a lockout. If you cannot remember your username or password click <b>Forgot Username?</b> or <b>Forgot Password?</b> to reset it. If your account is locked due to too many incorrect login attempts, wait thirty (30) minutes and try again or email <a href="mailto:webeochelp@pbcgov.org">webeochelp@pbcgov.org</a> from your registered email account for assistance.</p>
5	<p>Select your <b>position</b> and <b>incident</b> from the drop down lists. Your position will match your <b>unit/branch name</b> or <b>program area</b>.</p> <div data-bbox="500 688 1203 1283" data-label="Form"> </div> <p>During an activation, the <b>incident</b> will be defaulted to the appropriate incident. During day-to-day operations, the default incident is <b>“Training.”</b> Use this <b>“Training”</b> incident to practice your WebEOC skills.</p> <p>Once you make your position and incident selections, <b>click “Continue.”</b></p> <p>You will be brought to the additional information page.</p>
6	<p>Fill out your <b>Name, Location, Phone Number,</b> and <b>Email address.</b> Then <b>click “Continue.”</b></p>

Step	Action
	<div data-bbox="537 235 1159 1066" data-label="Form"> </div> <p data-bbox="277 1108 769 1142"><b>Name:</b> Enter your first and last name.</p> <p data-bbox="277 1180 1354 1257"><b>Location:</b> Enter the location in which you are located during the disaster. Examples include EOC, EIC, EOA 1, Special Needs Shelter, etc.</p> <p data-bbox="277 1295 1349 1373"><b>Phone Number:</b> Enter a phone number in which you can be reached, such as a cell phone or the number of the EOC Unit seat you are in.</p> <p data-bbox="277 1411 773 1444"><b>Email:</b> Enter your work email address.</p> <p data-bbox="277 1482 964 1516">You will be brought to the <b>PBC WebEOC Home Page</b>.</p>

**WEBEOC HOMEPAGE**

Once you log in to WebEOC, you will be brought to the WebEOC Homepage. Below is an example of what your homepage may look like when you log in.



## Notifications



Palm  
Beach  
County

### System-wide Message

If you experience any issues with WebEOC, please email [webeochelp@pbcgov.org](mailto:webeochelp@pbcgov.org)

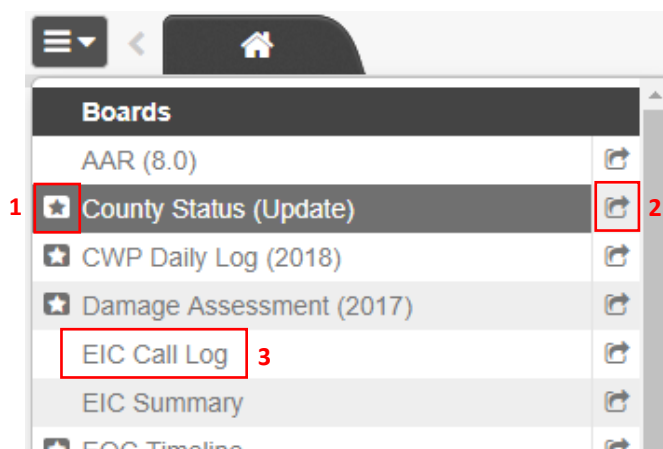
[Online WebEOC Training](#)

1. This displays the position you are logged in to. From this drop down menu, you can change your position to any you have access to.
2. This displays the incident you are logged in to. From this drop down menu, you can change the incident.
3. Click here to “Log Out” of WebEOC.
4. Click here for the WebEOC Help Menu.
5. Click this button to access the “Control Panel,” which will be covered in the next section.
6. WebEOC works with “tabs” (much like your internet web browser). This tab will bring you to the homepage. Once you begin to open “boards,” more tabs will open to the right of the homepage tab (one for each board you open).



## WEBEOC CONTROL PANEL

To access the boards within WebEOC, click on the Control Panel.



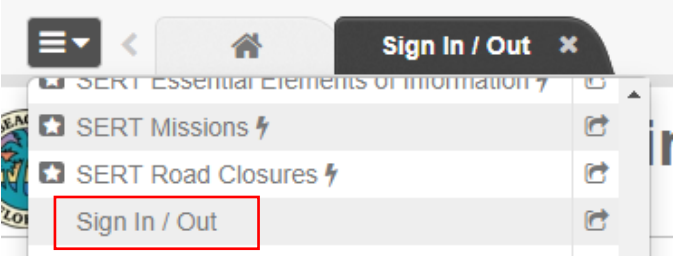
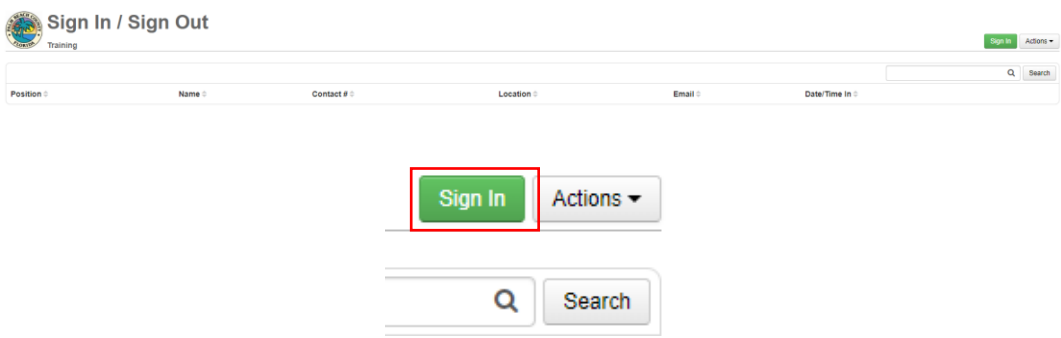
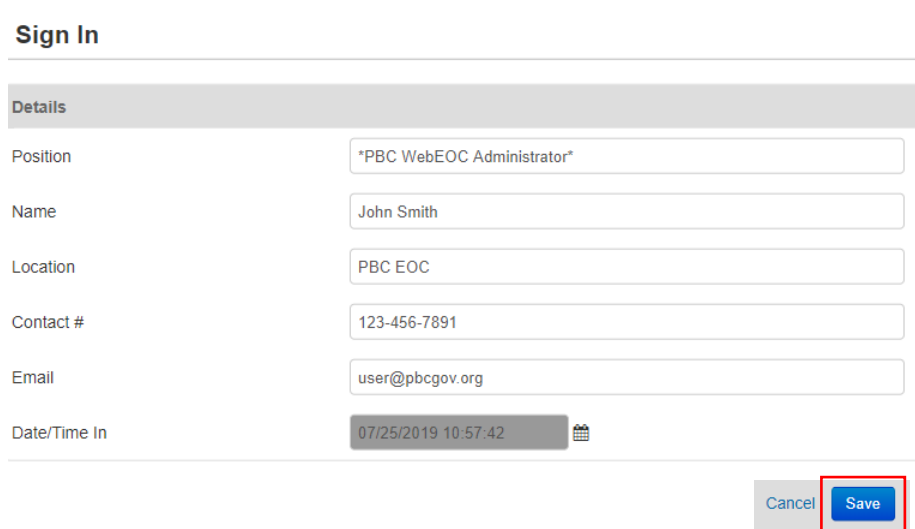
1. The star icon signifies that there is new information on the board.
2. Click the right facing arrow to open the board in a new window rather than a tab within the current window.
3. Click the board name to open any board. Different positions will have access to different boards.

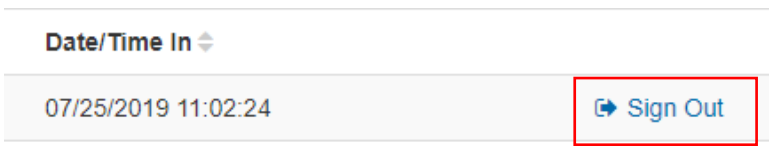
## SIGN IN / OUT & EOC STAFFING

Once logged in to the system, during an activation, it is important for EOC staff to "sign-in" to the incident through the "Sign In/Out" board. This board is used as a directory of all personnel filling the roles of Unit Leaders, Branch Directors, etc. in the EOC. "Sign Out" before logging out of WebEOC.

## HOW TO SIGN IN

Step	Action
1	Access your control panel.
2	Click on the board labeled "Sign In/Out."

Step	Action
	 <p><b>NOTE:</b> Not all users are expected to sign in, thus not everyone will have access to this board.</p>
3	<p>To sign-in click the green <b>“Sign In”</b> button in the upper right corner.</p> 
4	<p>The fields should be pre-populated. Fill out any blank ones. <b>Click “Save.”</b></p> 
5	<p>To sign out, <b>click “Sign Out,”</b> next to your entry on the right-hand side. <b>Click “Save.”</b></p>

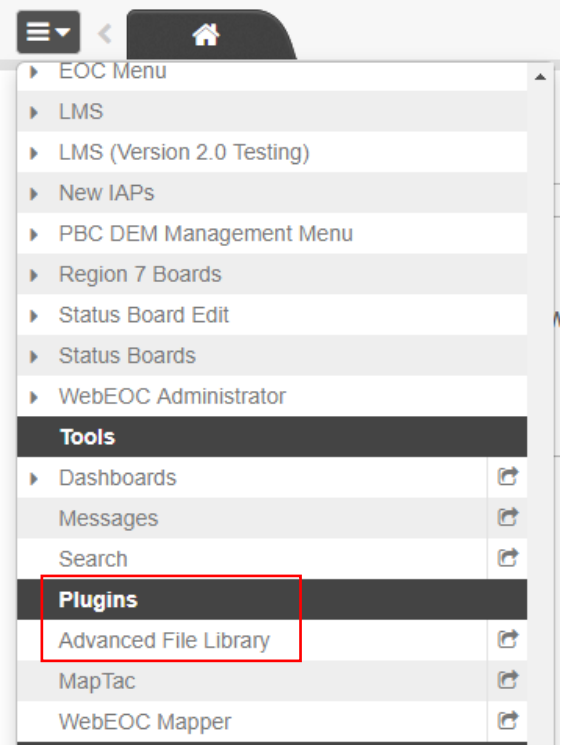
Step	Action
	

## ADVANCED FILE LIBRARY

The File Library holds a number of folders and documents important to disaster response operations. The folders/files you will have access to is dependent on your position.

## HOW TO USE THE ADVANCED FILE LIBRARY

Step	Action
1	Access your control panel.
2	Click on the Plugin labeled "Advanced File Library."

Step	Action
	
3	Click on the folder you would like to open either from the “Shared” tab or the “My Position” tab.
4	Find the file you would like to open by clicking on any folder or using the search bar. Click the file “ <b>Name</b> ” to download a copy to your computer for viewing.

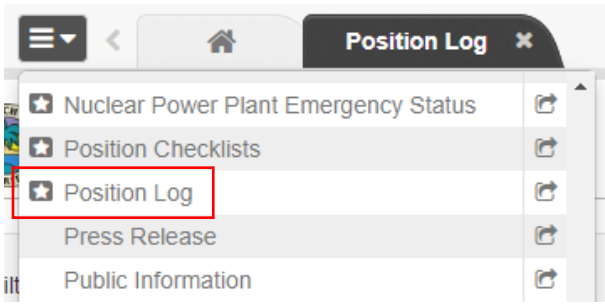
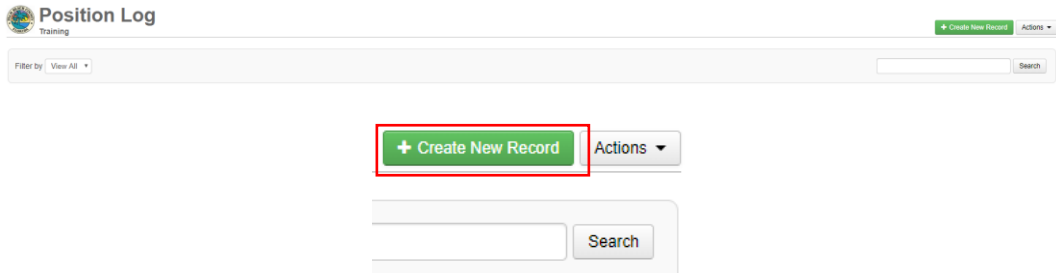
## POSITION LOG & SIGNIFICANT EVENTS


### POSITION LOG

The Position Log serves two purposes:

1. To serve as a record keeping form for that position to track all of their activities (e.g. ICS-214).
2. To share information with other individuals in the EOC.

All users are responsible for entering information and activities pertaining to an incident in their WebEOC® Position Log. Reference SOG FA-001 WebEOC Position Log, CWP Daily Log, and Significant Events.

Step	Action
1	Access your control panel.
2	<p>Click on the board labeled "Position Log."</p> 
3	<p>To create an entry in your position log, click "Create New Record" in the upper right corner.</p> 
4	<p>Fill out each field with as much detail as possible. Add attachments as needed.</p> <p>If this entry meets the following criteria, check the box labeled "Post to Significant Events Review."</p> <ol style="list-style-type: none"> <li>1. The Significant Event is informational in nature and the user is not requesting any actions, tasks to be completed, or resources to be deployed.</li> </ol> <p><b>NOTE:</b> Entries that require action or resources must be entered in the Mission/Resource board.</p> <ol style="list-style-type: none"> <li>2. The information entered affects positions other than the originating position. Ask the question: Do other positions need to be aware of this? The answer must be "Yes."</li> </ol>

Step	Action
	<p>3. The information in the entry must be confirmed from a reliable source. (i.e., EOC position, Public Safety entity, etc.).</p> <div data-bbox="414 346 1404 1312" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Details</b></p> <p>Date/Time <input type="text" value="07/25/2019 13:21:08"/> </p> <p>Entry Title <input type="text"/></p> <p>Details <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div></p> <p>Event Type <input type="text" value="Weather Hurricane"/> ▼</p> <p>Priority <input type="text" value=""/></p> <p>Address/Location <input type="text"/> <a href="#">Map</a></p> <p>Attachment 1 <input type="button" value="Choose File"/> No file chosen</p> <p>Attachment 1 Description <input type="text"/></p> <p>Attachment 2 <input type="button" value="Choose File"/> No file chosen</p> <p>Attachment 2 Description <input type="text"/></p> <p><input type="checkbox"/> Post to Significant Events Review</p> </div>
5	Once you have filled out all appropriate information, and determined whether the entry is a significant event, <b>click "Save."</b>

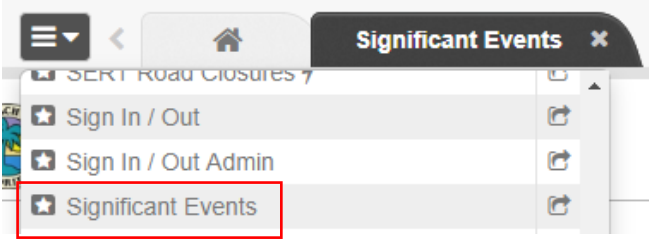
**SIGNIFICANT EVENTS**

The "Significant Events" Board displays all vital situational awareness information collected from individual's position log entries. When a position log entry meets the aforementioned three criteria, it is considered a significant event.

Position Log entries marked as a significant event first go through an approval process prior to being posted to the Significant Events board. The Significant Events Controller will have the ultimate decision in whether an entry meets the criteria. If it does, the entry will be marked "Posted," if not, it will be marked "Reviewed (Not Posted)."

Because of the sensitive nature of the information on the Significant Events board, not all users have access to the board.

## USING THE SIGNIFICANT EVENTS BOARD

Step	Action
1	Access your Control Panel.
2	Click on the board labeled "Significant Events." 
3	From here, you can read through all of the posted significant events. You cannot create a new record from the significant events board - new entries should be made from the "Position Log."

## MISSION / RESOURCE REQUESTS

### THE MISSION / RESOURCE PROCESS

WebEOC, through the "Mission/Resource" board, is used to assign, track, and manage all missions and resource requests during an incident or event. A mission is defined as any task, objective, or purpose assigned to a position or group (e.g. branch or unit) requiring some degree of action or outcome. Missions are formal "assignments" and therefore require follow-up and tracking.

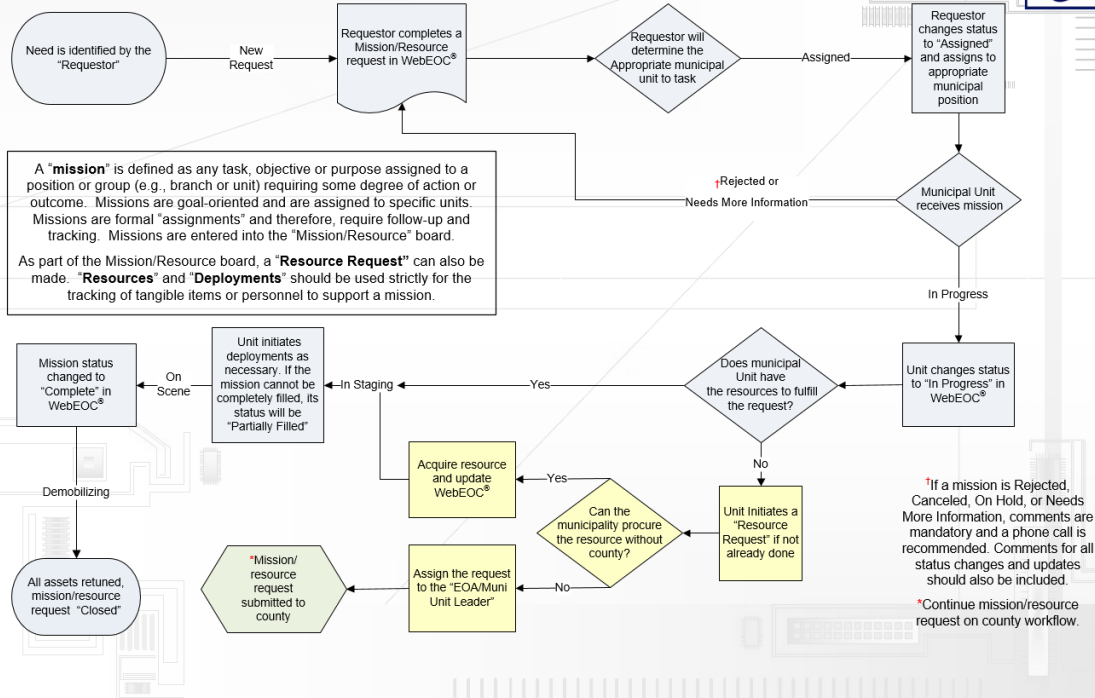
The Mission/Resource board is not monitored daily - the board will begin to be monitored at a Level III Activation.

A mission should be created when the user has identified a need that they cannot fulfill within their own unit. The figures below details the mission/resource tracking process. At the municipal level, once it's determined that the mission or resource cannot be fulfilled internally, it should be submitted to the County.



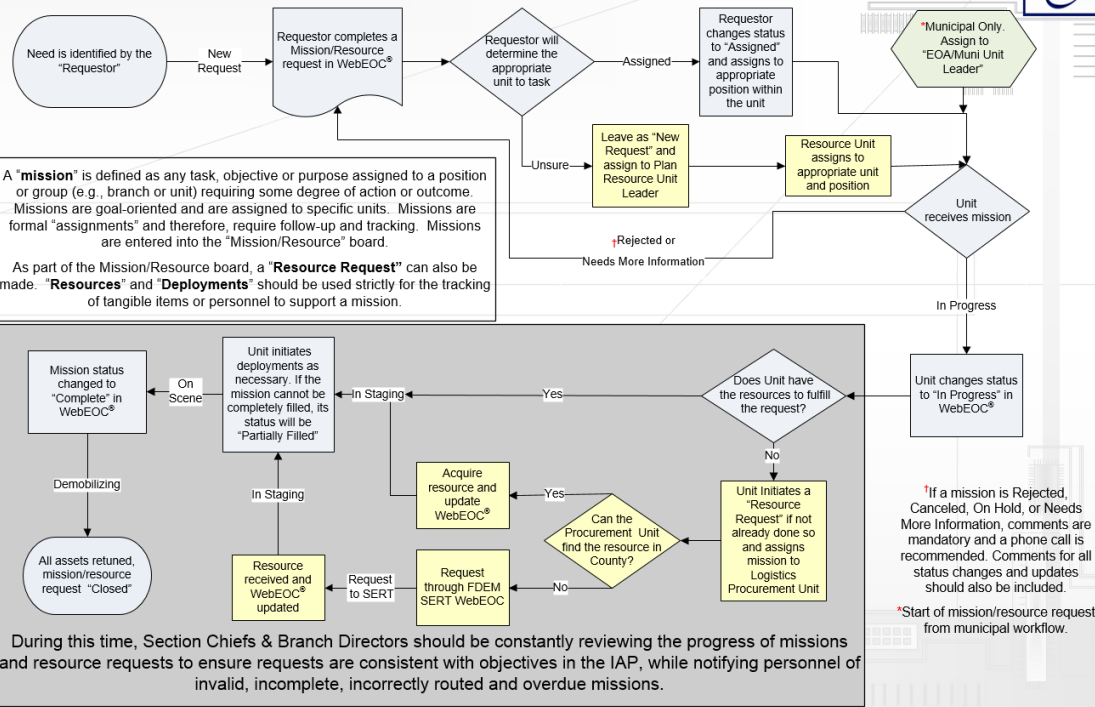
# Municipal Mission/Resource Tracking Process

Version 6/17/2020  
previous versions are obsolete



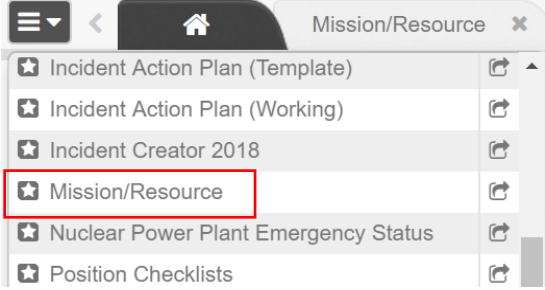
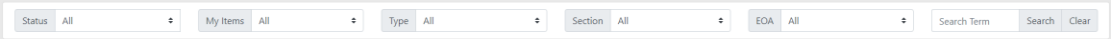
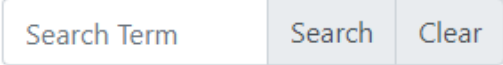
# County Mission/Resource Tracking Process








Version 6/17/2020  
previous versions are obsolete


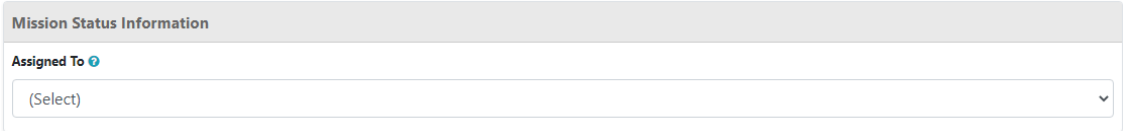


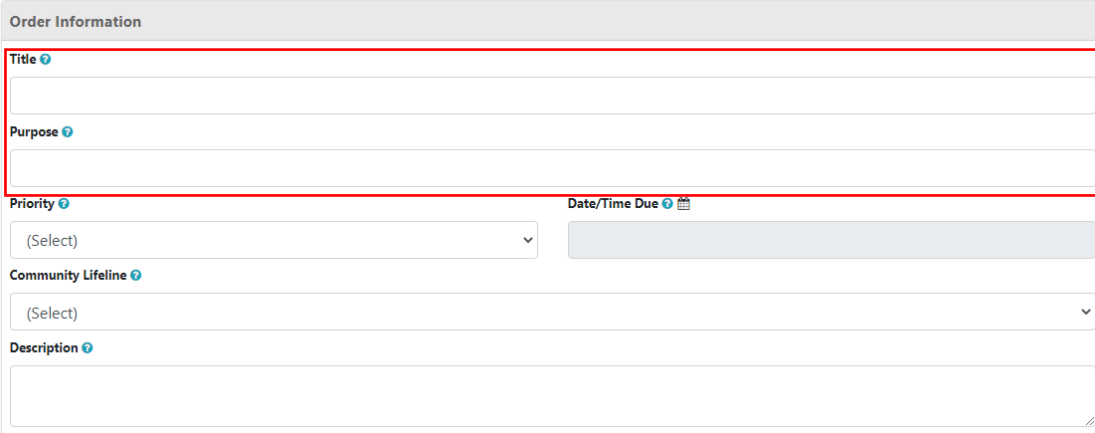
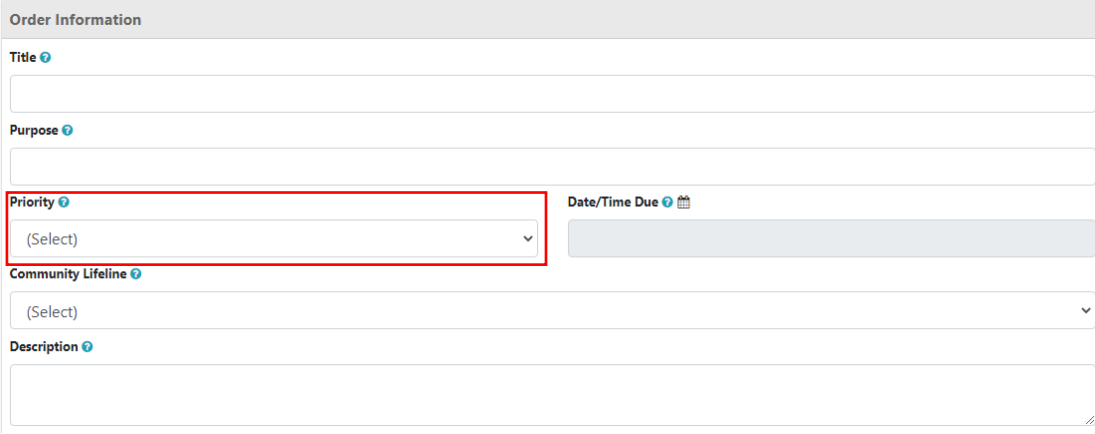
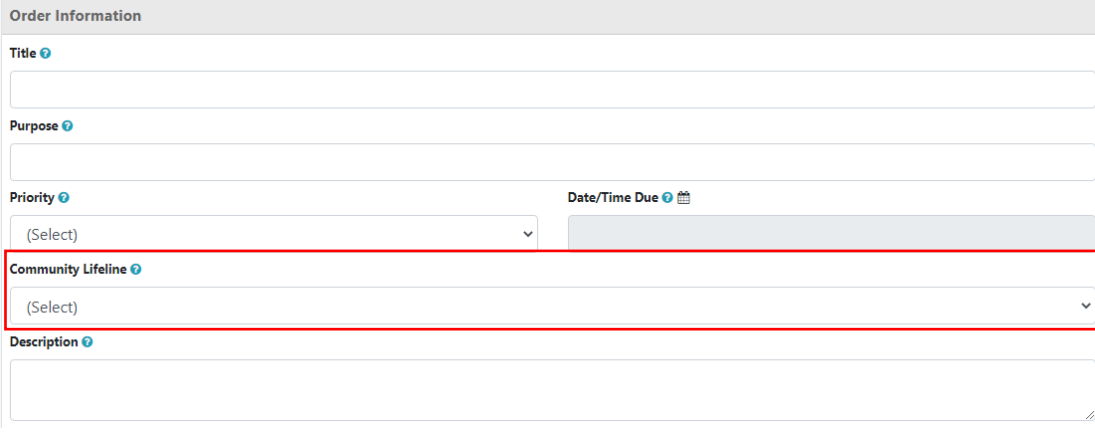
During this time, Section Chiefs & Branch Directors should be constantly reviewing the progress of missions and resource requests to ensure requests are consistent with objectives in the IAP, while notifying personnel of invalid, incomplete, incorrectly routed and overdue missions.



Step	Action
1	Access your control panel.
2	<p>Click on the board labeled “Mission/Resource.”</p> <p><b>NOTE:</b> The name of the board may vary slightly for certain positions.</p> 
3	<p><b>FILTERS:</b> There are five (5) filters available with this board. Filters may be used as one or multiple or none at all.</p> <p><b>Status</b> – status of the mission.</p> <p><b>My Items</b> – missions you created or missions assigned to you.</p> <p><b>Type</b> – Primary or Support mission.</p> <p><b>Section</b> – Admin/Finance, Logistics, Planning, and Operations.</p> <p><b>Emergency Operating Area (EOA)</b> – EOAs 1-6.</p> 
4	<p><b>SEARCH:</b> You are able to use the search tool to find a mission or any content from the mission that is displayed in the view. To remove the search parameter, click “Clear” or delete the entry and click “Search” again.</p> 
5	<p><b>SORT:</b> You are able to sort many missions by the column headers by clicking on the</p>

Step	Action									
	<p>name with the up and down triangles.</p> <p style="text-align: center;"> <span>Mission # </span> <span>Priority </span> <span>Requester </span>  <span>Due Date </span> </p>									
6	<p><b>VIEW / EDIT:</b> Click “Details” to view any mission. Click “Update” to edit the mission. You will only be able to edit missions that were created by or assigned to your position. Different positions may have additional options for editing.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Support Missions <small>Complete/Total</small></th> <th style="text-align: left; padding: 5px;">Status </th> <th style="text-align: left; padding: 5px;">Updated</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td style="padding: 5px;">None</td> <td style="text-align: center; padding: 5px;"><a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">New Request</a></td> <td style="padding: 5px;">06/08/2020 10:02:18 <a href="#" style="color: #007bff;">Details</a> <a href="#" style="color: #007bff;">Update</a></td> </tr> <tr> <td style="padding: 5px;">None</td> <td style="text-align: center; padding: 5px;"><a href="#" style="background-color: #ffc107; color: black; padding: 5px 10px; border-radius: 5px;">Request to SERT</a> #123456</td> <td style="padding: 5px;">06/08/2020 08:46:42 <a href="#" style="color: #007bff;">Details</a> <a href="#" style="color: #007bff;">Update</a></td> </tr> </tbody> </table> </div> <p><b>NOTE:</b> Missions with a status of “Request to SERT” should not be edited or modified without conferring with the PBC Procurement Unit.</p>	Support Missions <small>Complete/Total</small>	Status 	Updated	None	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">New Request</a>	06/08/2020 10:02:18 <a href="#" style="color: #007bff;">Details</a> <a href="#" style="color: #007bff;">Update</a>	None	<a href="#" style="background-color: #ffc107; color: black; padding: 5px 10px; border-radius: 5px;">Request to SERT</a> #123456	06/08/2020 08:46:42 <a href="#" style="color: #007bff;">Details</a> <a href="#" style="color: #007bff;">Update</a>
Support Missions <small>Complete/Total</small>	Status 	Updated								
None	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">New Request</a>	06/08/2020 10:02:18 <a href="#" style="color: #007bff;">Details</a> <a href="#" style="color: #007bff;">Update</a>								
None	<a href="#" style="background-color: #ffc107; color: black; padding: 5px 10px; border-radius: 5px;">Request to SERT</a> #123456	06/08/2020 08:46:42 <a href="#" style="color: #007bff;">Details</a> <a href="#" style="color: #007bff;">Update</a>								

Step	Action
1	<p>To create a new mission, <b>click “New Mission.”</b></p> 
2	<p>Complete all known fields in detail. Some missions may not be processed unless the required information is included.</p> <p>The initial mission input is a shortened form for rapid input. After inputting the initial mission, <b>click “Update”</b> and additional fields will be available.</p> <p>Each input field has a blue question mark (?) icon next to it known as a help tip. Hover over this icon for more information about the field.</p>
3	<p><b>Mission Status Information:</b> Select a position to assign the mission. Some positions have different assignment access than others. For example, a municipality may only assign a mission to positions within their own municipality and the EOA/Muni Unit Leader.</p> <p><b>NOTE:</b> All municipalities must monitor their own Mission/Resource requests. If a request submitted to the County needs additional information or is rejected, it may be assigned back to the municipal position that requested it. It is the responsibility of the municipality to review the comments, update the request, and submit it back to the County.</p> 
4	<p><b>Order Information:</b> Enter a brief description representative of the mission for the “Title.” Enter the “Purpose” of the mission.</p>

Step	Action
	 <p>The screenshot shows the 'Order Information' form. The 'Title' and 'Purpose' text input fields are highlighted with a red border. Other fields include 'Priority' (dropdown), 'Date/Time Due' (calendar icon), 'Community Lifeline' (dropdown), and 'Description' (text area).</p>
	<p>Select a mission “Priority” for when this mission must be filled or completed. This will automatically populate the “Date/Time Due.”</p>  <p>The screenshot shows the 'Order Information' form. The 'Priority' dropdown menu is highlighted with a red border. The 'Date/Time Due' field is now populated with a grey background, indicating it has been automatically populated based on the selected priority.</p>
	<p>Select a “Community Lifeline” if applicable.</p>  <p>The screenshot shows the 'Order Information' form. The 'Community Lifeline' dropdown menu is highlighted with a red border. The 'Date/Time Due' field remains populated from the previous step.</p>

Step	Action
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Add any additional information about the mission into the “Description.”

The screenshot shows the 'Order Information' section of a form. It includes fields for Title, Purpose, Priority (a dropdown menu), Date/Time Due (with a calendar icon), and Community Lifeline (a dropdown menu). The 'Description' field is a large text area at the bottom, which is highlighted with a red rectangular border.

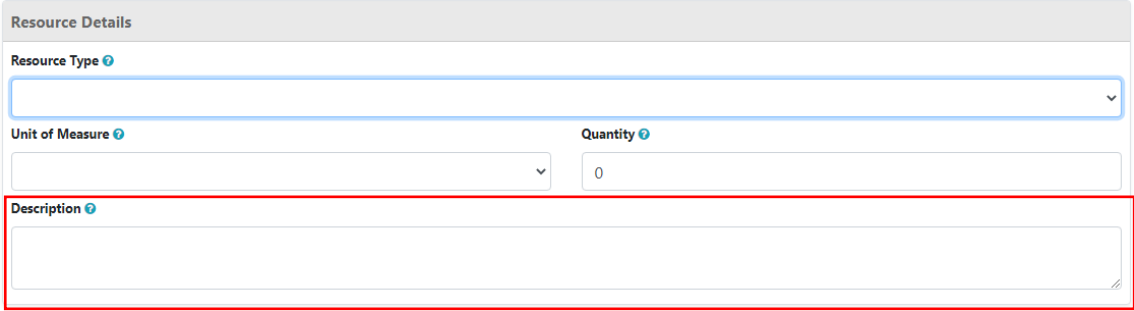
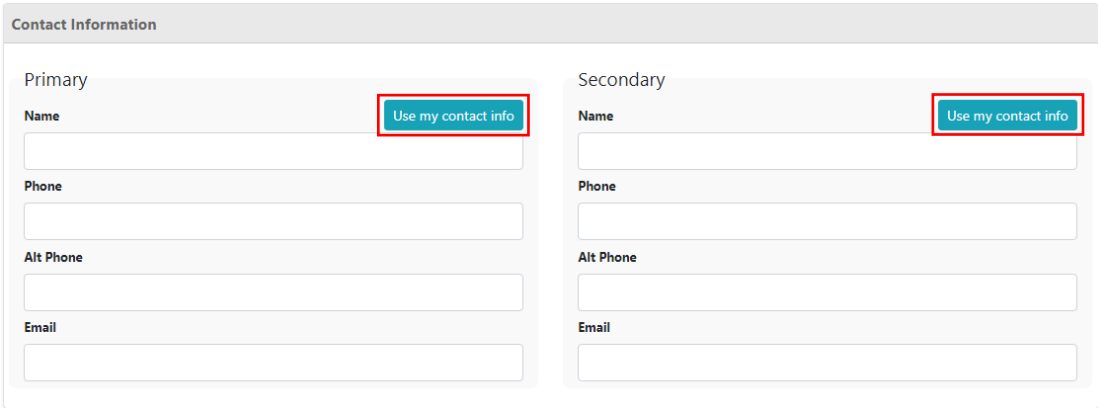
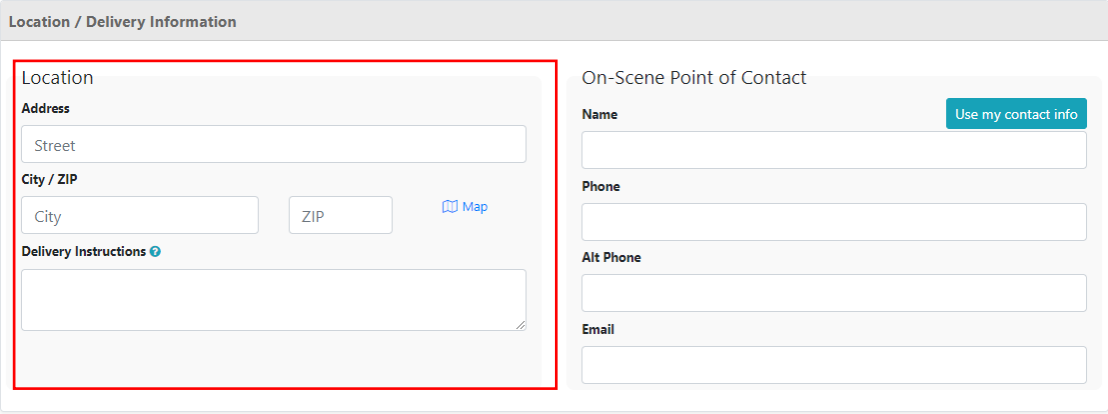
**Resource Details:** Select a “Resource Type.” Certain selections, such as “NIMS Typed Resource” will produce additional dropdown options for completion.

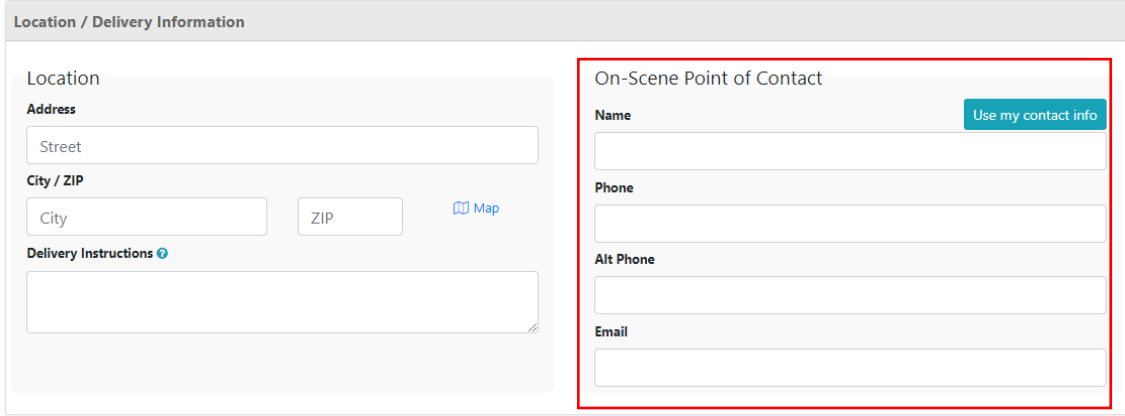
5

The screenshot shows the 'Resource Details' section. The 'Resource Type' dropdown menu is highlighted with a red border and currently shows 'NIMS Typed Resource'. Below it are fields for Group (dropdown), Definition (text area), Unit of Measure (dropdown), Quantity (text input with '0'), and Description (text area).

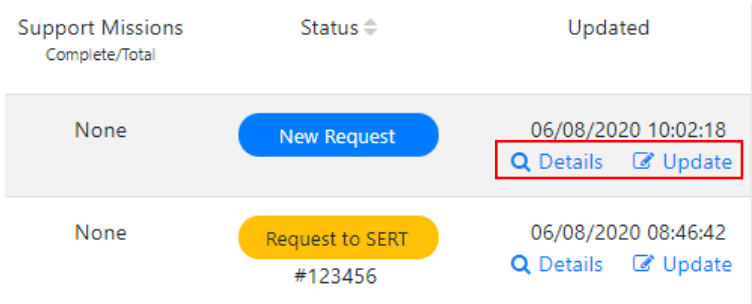
Select a “Unit of Measure” and “Quantity” for the resource.

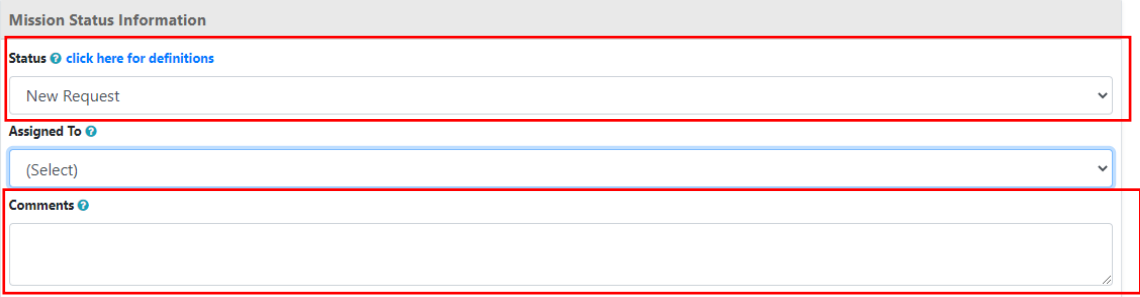
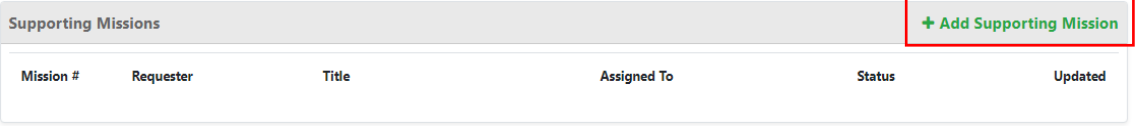
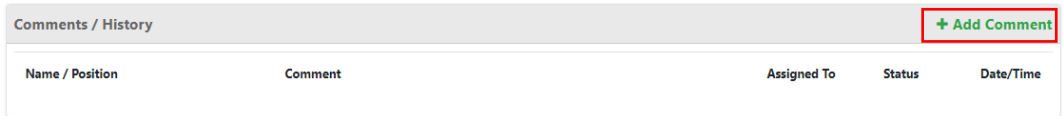
The screenshot shows the 'Resource Details' section. The 'Unit of Measure' dropdown menu and the 'Quantity' text input field are highlighted with a red border. The 'Quantity' field contains the number '0'. The 'Resource Type' dropdown is also visible above these fields.

Step	Action
	<p>Enter any additional information about the resource in the “Description” section. Be as detailed as possible regarding the needs of the requested resource.</p>  <p>The screenshot shows a form titled "Resource Details". It includes a "Resource Type" dropdown menu, a "Unit of Measure" dropdown menu, and a "Quantity" input field with the value "0". The "Description" field is a large text area, highlighted with a red border.</p>
6	<p><b>Contact Information:</b> Enter a “Primary” and “Secondary” Point of Contact for the mission. Clicking “Use my contact info” will add your information as stored in WebEOC.</p>  <p>The screenshot shows a form titled "Contact Information" with two columns: "Primary" and "Secondary". Each column has fields for "Name", "Phone", "Alt Phone", and "Email". A blue button labeled "Use my contact info" is positioned to the right of the "Name" field in each column, and these buttons are highlighted with red boxes.</p>
7	<p><b>Location/Delivery Information:</b> Enter the “Address” and “Delivery Instructions” for the mission/resource request.</p>  <p>The screenshot shows a form titled "Location / Delivery Information". It is divided into two main sections: "Location" and "On-Scene Point of Contact". The "Location" section includes fields for "Address" (with a "Street" sub-field), "City / ZIP" (with "City" and "ZIP" sub-fields and a "Map" icon), and "Delivery Instructions". The "On-Scene Point of Contact" section includes fields for "Name", "Phone", "Alt Phone", and "Email". A blue button labeled "Use my contact info" is next to the "Name" field. The "Location" section is highlighted with a red border.</p>



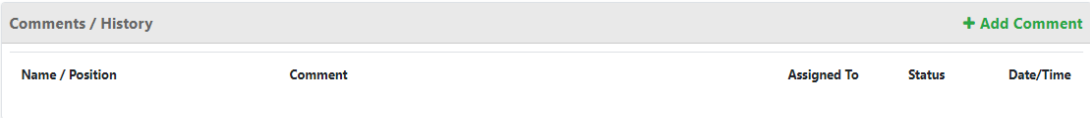
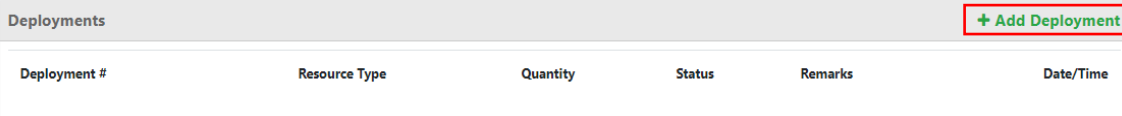
Step	Action
	<p>Enter the “On-Scene Point of Contact” for the delivery of the mission/resource.</p> 
8	<p>Once all appropriate fields are completed, <b>click "Save"</b> (located in the bottom right corner).</p>

UPDATING A MISSION / RESOURCE REQUEST


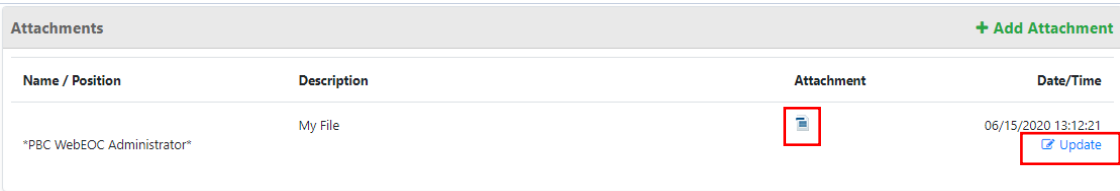
Step	Action									
1	<p>Once the mission/resource request is created you may view it from either the “Details” or “Update” views. To edit the request, <b>click “Update.”</b> You will only be able to edit missions that were created by or assigned to your position. Update all fields as new information is available. Additional fields will be available for update after the mission is created, such as “Status,” “Supporting Missions,” “Comments,” “Deployments,” and “Attachments.”</p>  <table border="1" data-bbox="477 1495 1224 1797"> <thead> <tr> <th data-bbox="483 1503 711 1558">Support Missions Complete/Total</th> <th data-bbox="717 1503 912 1558">Status</th> <th data-bbox="919 1503 1218 1558">Updated</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1583 711 1638">None</td> <td data-bbox="717 1583 912 1638">New Request</td> <td data-bbox="919 1583 1218 1638">06/08/2020 10:02:18 <a href="#">Details</a> <a href="#">Update</a></td> </tr> <tr> <td data-bbox="483 1646 711 1701">None</td> <td data-bbox="717 1646 912 1701">Request to SERT #123456</td> <td data-bbox="919 1646 1218 1701">06/08/2020 08:46:42 <a href="#">Details</a> <a href="#">Update</a></td> </tr> </tbody> </table>	Support Missions Complete/Total	Status	Updated	None	New Request	06/08/2020 10:02:18 <a href="#">Details</a> <a href="#">Update</a>	None	Request to SERT #123456	06/08/2020 08:46:42 <a href="#">Details</a> <a href="#">Update</a>
Support Missions Complete/Total	Status	Updated								
None	New Request	06/08/2020 10:02:18 <a href="#">Details</a> <a href="#">Update</a>								
None	Request to SERT #123456	06/08/2020 08:46:42 <a href="#">Details</a> <a href="#">Update</a>								

Step	Action
2	<p><b>Mission Status Information:</b> The mission “Status” should be updated as it changes and a corresponding “Comment” should be added to explain each update. Select “click here for definitions” to view a defined list of mission status’.</p>  <p>The screenshot shows a form titled "Mission Status Information". It contains three main sections: "Status" with a dropdown menu currently set to "New Request" and a link "click here for definitions"; "Assigned To" with a dropdown menu set to "(Select)"; and "Comments" with a large text input area. Red boxes highlight the "Status" dropdown and the "Comments" input area.</p>
3	<p><b>Supporting Missions:</b> A “Support Mission” is used to facilitate a “Primary Mission.” For example, you may submit a mission for truck needed to deliver resources. A supporting mission may be a request for a forklift to load the truck. To add a “Support Mission” <b>click “Add Supporting Mission.”</b> Complete the form following the same instructions as a primary mission. These missions will be added to the same list as primary missions and can be updated in the same way. Additionally, support missions can be viewed when viewing their primary mission entry or from the missions list.</p>  <p>The screenshot shows a table titled "Supporting Missions". The table has columns for "Mission #", "Requester", "Title", "Assigned To", "Status", and "Updated". A red box highlights a green button labeled "+ Add Supporting Mission" in the top right corner of the table area.</p>
4	<p><b>Comments / History:</b> To add “Comments” to a mission <b>click “Add Comment.”</b></p>  <p>The screenshot shows a table titled "Comments / History". The table has columns for "Name / Position", "Comment", "Assigned To", "Status", and "Date/Time". A red box highlights a green button labeled "+ Add Comment" in the top right corner of the table area.</p> <p>Add “Comments” for anything relevant to the mission/resource. This section will also track all changes as a running log and record the name and position of the person who initiated the change, as well as the position its assigned to and the date/time of update.</p>
	<p><b>Adding Comments:</b> Type in your comment and <b>click “Save.”</b></p>



Step	Action
	<p><b>+ Add Comment</b></p> 
	<p>Comments may also be added under the “Mission Status Information” heading in the “Comments” section. Typing in the comment and <b>clicking “Save”</b> will add the comment to the “Comments/History.”</p> 
5	<p><b>Mission History:</b> A missions history is a log of every change made to the mission. For example, when a comment is added or a status is changed, it will appear in the history log. The comments and history are logged together to provide an accurate chronological order of events.</p> 
6	<p><b>Deployments:</b> When a mission involves a resource request, the deployment or partial deployment of that resource should be logged in the “Deployments” section by <b>clicking “Add Deployment”</b> and the status of the mission should be updated.</p> 

Step	Action								
	<p><b>Deployment Number:</b> A unique number to identify the resource deployment.</p> <p><b>Resource Type:</b> The type of resource being deployed.</p> <p><b>Quantity:</b> How many are being deployed?</p> <p><b>Status:</b> Whether the resource is mobilizing, en-route, demobilizing, etc.</p> <p><b>Remarks:</b> Add additional comments regarding the deployment.</p> <p><b>+ Add Deployment</b></p> <div data-bbox="289 573 1404 1071"> <p>Deployment Details</p> <p>Deployment Number <input type="text"/></p> <p>Resource Type <input type="text"/></p> <p>Quantity <input type="text" value="0"/></p> <p>Status <input type="text" value="(Select)"/></p> <p>Remarks <input type="text"/></p> <p><input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/></p> </div>								
	<p>Click <b>“Update”</b> next to the deployment entry to edit.</p>								
7	<p><b>Attachments:</b> To add an attachment, <b>click “Add Attachment.”</b> This field is unlimited and multiple attachments may be added.</p> <div data-bbox="289 1381 1416 1501"> <p>Attachments <span style="float: right;"><b>+ Add Attachment</b></span></p> <table border="1"> <thead> <tr> <th>Name / Position</th> <th>Description</th> <th>Attachment</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Name / Position	Description	Attachment	Date/Time				
Name / Position	Description	Attachment	Date/Time						
	<p>Enter an <b>“Attachment Description”</b> and <b>click “Choose File”</b> to browse your local drives for the desired file.</p>								

Step	Action
	<p><b>+ Add Attachment</b></p> 
8	<p>Once attached, you can download the attachment by clicking on the attachments icon or update it by <b>clicking "Update."</b></p> 
9	<p>Once all appropriate fields are completed, <b>click "Save"</b> (located in the bottom right corner).</p>

## MISSION / RESOURCE REQUEST FIELDS

### PRIMARY MISSION

A "Primary Mission" is the initial mission/resource request that is submitted by clicking "New Mission." Primary missions may have additional supporting missions below them that are needed for the fulfillment of the primary mission.

### MISSION STATUS

As a mission is being worked on, the status of that mission will change. Depending on the status, the position may also need to be updated. Ensure that as the status is updated, so is the position the mission is assigned to, if needed. Whatever position a mission is assigned to, is the position currently requiring action on the mission.

Below are several mission status', however, additional status options may be added during an incident as needed.

**NOTE:** At a minimum, each time the status of a mission is changed, the individual that changed it should also add a comment.

- **New Request:** All newly created missions start with a status of “New Request.” This status should be updated as soon as it is properly reviewed and assigned. These will be monitored by the Resource Unit Leader.
- **Need More Information:** If the position assigned the mission does not have all of the information necessary to complete the mission, they have the option to change the status to "Need More Information, add a comment, and assign it back to the mission creator, so that they can add the information needed. The mission should then be assigned back to the correct position. It is recommended that the position assigned the mission follow up with the mission originator via a phone call if they plan on changing the status to "Need More Information."
- **Assigned:** When a mission is properly assigned to a position (Unit, Branch, etc.), the missions status should be changed to "Assigned." From the assigned status, a mission will move to either "In Progress" or "Need More Information," or “Rejected.”
- **In Progress:** When the position assigned the mission begins to work on the mission, they should change the status to "In Progress" so that all parties involved know that the need is being addressed. There is a status of "In Progress" called "**Request to SERT.**" This status will be used by the Procurement Unit when the mission is sent to the State Emergency Response Team for fulfillment. When this status is in use, do not change any information in the request without first consulting the Procurement Unit.
- **In Staging:** When the mission/resource is being prepared for deployment.
- **Partially Filled:** When the mission/resource has been filled in part, but not completely filled to the extent the mission requests.
- **On Scene:** When the mission/resource is deployed and has arrived “On Scene” at its destination.
- **On Hold:** If the mission/resource has been placed “On Hold” or stand by.
- **Rejected:** When the decision is made that a mission will not be worked on, it will be "Rejected."
- **Complete:** When the individuals assigned the mission complete their task and the need has been met, they will change the status to "Complete."
- **Demobilizing:** When the mission/resource is no longer needed or used on scene, operations to return the resource to its original location and status.
- **Closed:** A mission will be changed to "Closed" when all assets related to that mission have been demobilized and returned. For example, if a generator is delivered to a lift station, the mission is "Complete." When the generator is returned and no longer in use for that mission, the mission is "Closed."
- **Canceled:** Missions/resource requests should not be deleted. If a mission/resource is no longer needed, such as entered incorrectly, filled via other means, or is a duplicate, it may be “Canceled.”

## MISSION ASSIGNMENTS

The mission assignments process and related fields control the routing and tracking of mission/resource requests. The options available to you in this section vary depending on your position. There are three (3) assignment options for users.

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## OPEN ASSIGNMENT

Positions with the "Open Assignment" option will be able to assign their mission to any other position. When creating a mission, they will see a list of all positions in the "Assigned To" field. The attached Mission Assignment List will assist you in deciding who to assign a mission to, based on the request. If you are unsure of who the mission should be assigned to, assign it to the **"PBC Plan Resource Unit Leader."**

All EOC Units have the Open Assignment option.

---

## PENDING ASSIGNMENT

Positions with the "Pending Assignment" option will not have the ability to assign their mission to other Positions. Instead, the mission will be categorized as a "New Request" and assigned to the appropriate Unit/ Branch by the Resource Unit Leader.

The majority of users outside of the EOC have Pending Assignment.

---

## MUNICIPAL ASSIGNMENT

All municipalities can assign missions internally to their own municipal positions. This allows municipalities to work missions internally. For example, the PBC EOA3 Muni West Palm Beach Support position can assign a mission to PBC EOA3 Muni West Palm Beach Controller position.

If a municipality cannot fulfill a mission, they may submit it to the County by assigning it to the "PBC OPS EOA/Muni Unit Leader" position. From there, the County will assign the mission to the proper unit.

**NOTE:** All municipalities must monitor their own Mission/Resource requests. If a request submitted to the County needs additional information or is rejected, it may be assigned back to the municipal position that requested it. It is the responsibility of the municipality to review the comments, update the request, and submit it back to the County.

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## MISSION DETAILS

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### ORDER INFORMATION

- **Mission Title:** The mission title field should be a short description of what is being requested (e.g. "UC Requesting Map of Damage Assessment Information").
- **Purpose:** The mission purpose should explain why the mission is needed (e.g. "To review the damage in the Boynton Beach area").
- **Priority:** There are five (5) options for selecting a priority of the mission:
  - Immediate (4 hours)
  - Priority (12 hours)
  - Routine (24 hours)
  - Long-Term (96 hours)
  - Extended (over 96 hours)

Select the priority based on how soon you need the mission to be completed.

- **Community Lifeline:** Community lifelines help to prioritize the mission response for the rapid stabilization of the community.
- **Description:** Use this field to describe what your need is in as much detail as possible and any additional information that is needed to fulfill the mission. The two most important questions to answer in this field are "**What you need**" and "**Why you need it,**" if needed to explain beyond the Title and Purpose.

---

#### RESOURCE DETAILS

- **Resource Type:** Go through the drop-down list and choose the item you are requesting. If none of the items in the list are the resource you are in need of, choose "Other" and fill out the text-field. If the resource is a "NIMS Typed Resource," select this option from the drop-down and complete the "Group" and "Definition" fields.
- **Unit of Measure:** Select the unit of measure which the item being requested is measured in. For example, water may be measured in pallets; sand may be measured by the truckload.
- **Quantity:** The amount of the item you are requesting (measured by the unit you selected previously). (e.g. four (4) pallets of water). Please use whole numbers in this field.
- **Description:** Provide additional information about the resource being requested in as much detail as possible. If there are any special requirements, such as fuel required, or set-up needed, this is the location for that information. (e.g. "A 500 kW generator is needed to power a lift station in Boynton Beach.")

---

#### CONTACT INFORMATION

- **Primary Contact:** This field may be populated with the user's information by clicking "Use my contact info." The primary contact should be the individual best able to provide more detail on the mission or request. In many scenarios, the person submitting the mission should be the primary contact.
- **Secondary Contact:** This field may be populated with the user's information by clicking "Use my contact info." The secondary contact should be the best alternate to the primary.

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#### DELIVERY LOCATION

- **Address:** The street, city, state, and zip code of the delivery location are required.
- **Delivery Instructions:** Include any additional information or instructions regarding the delivery location that were not included in the fields above.
- **On-Scene Point of Contact:** Provide a point of contact *at the location* of the delivery. This will allow that individual to coordinate the delivery, address any access issues, etc. A name and phone number are required.

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#### ADDITIONAL MISSION FIELDS

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#### SUPPORT MISSIONS

A "Support Mission" is used to facilitate the completion of a "Primary Mission." For example, you may submit a mission for truck needed to deliver resources. A supporting mission may be a request for a forklift to load the truck. Complete the form following the same instructions as a primary mission. These missions will be added to the

same list as primary missions and can be updated in the same way. All Support Missions should be Complete, Canceled, Rejected, or Closed before its Primary mission is Complete, Canceled, Rejected, or Closed.

---

## COMMENTS / HISTORY

Comments are important to understanding the progression and needs of the mission. As multiple users and positions are involved in fulfilling a mission and providing updates, adding a comment when any update is made to the mission or critical information must be shared is required. This is especially important when changing the mission status.

The comments section also serves as a running log of changes to the mission to record the name and position of the person who initiated the change, as well as the position its assigned to and the date/time of update. Every time a comment is added or a change is made, a record is added to the log.

---

## DEPLOYMENTS

When a mission involves a resource request deployment or partial deployment, it should be logged in the "Deployments" section. Deployments track the disbursement in whole or in part of a requested resource. For example, if 100 masks are requested in the mission/resource request, but only 50 are received and deployed to the requestor, a deployment for the 50 masks must be recorded and the status of the mission updated to "Partial."

---

## ATTACHMENTS

Attachments serve a variety of purposes. For example, a picture of the resource required or a purchase order for a resource may be attached. Attachments may also include authorization forms or other documentation needed for the fulfillment of the mission.

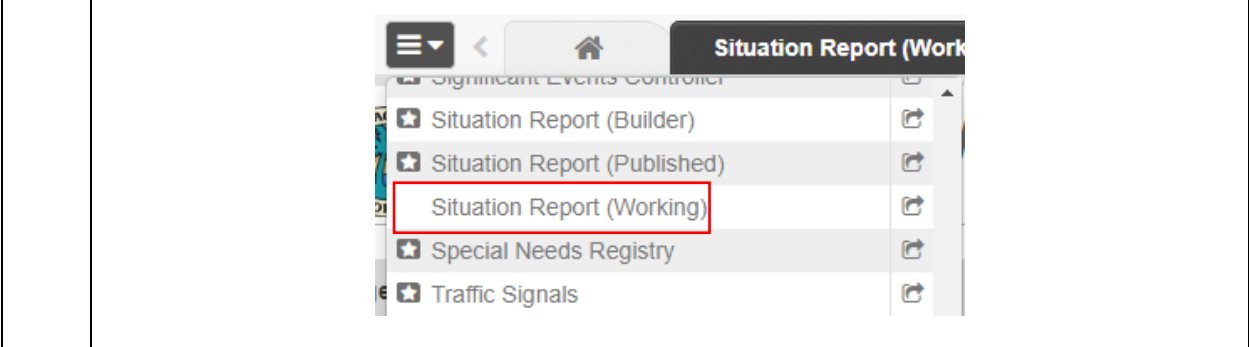
Each attachment must include a "Description" of the item being attached (e.g. "Generator Form" or "RIA Form").

## SITUATION REPORT

During an activation, Units will be asked to enter the actions they took in the previous operational period into the Situation Report. When adding your entry, you should write in the past tense. All entries should discuss what has been accomplished, not what is going to be accomplished.

Step	Action
1	Access your control panel.
2	Click on the board labeled "Situation Report (Working)."

Step	Action
------	--------



3

Under the column labeled "Situation Report", click "View."

Agency	Report #	Operational Period	Last Updated	Situation Report	Approval Matrix	Cover Sheet
Palm Beach County	01	-	09/17/2019 13:34:31	<a href="#">View</a>	<a href="#">Matrix</a>	<a href="#">Edit</a>

**Situation Report**

[View](#)

4

Scroll down until you find your unit and click "Update."

Admin/Finance Section Chief	Status: Not Started	Last Update: Mike Resto on Sep 1, 2016 08:37 AM	<a href="#">Update</a>
Logistics Section Chief	Status: Not Started	Last Update: Mike Resto on Sep 1, 2016 08:39 AM	<a href="#">Update</a>
Operations Section Chief	Status: Not Started	Last Update: Mike Resto on Aug 26, 2016 10:25 AM	<a href="#">Update</a>

Alternatively, click "Matrix," find your unit, and click "Update Status."

Agency	Report #	Operational Period	Last Updated	Situation Report	Approval Matrix	Cover Sheet
Palm Beach County	80	06/15/2020 19:00:00 - 06/19/2020 19:00:00	06/15/2020 16:06:27	<a href="#">View</a>	<a href="#">Matrix</a>	<a href="#">Edit</a>

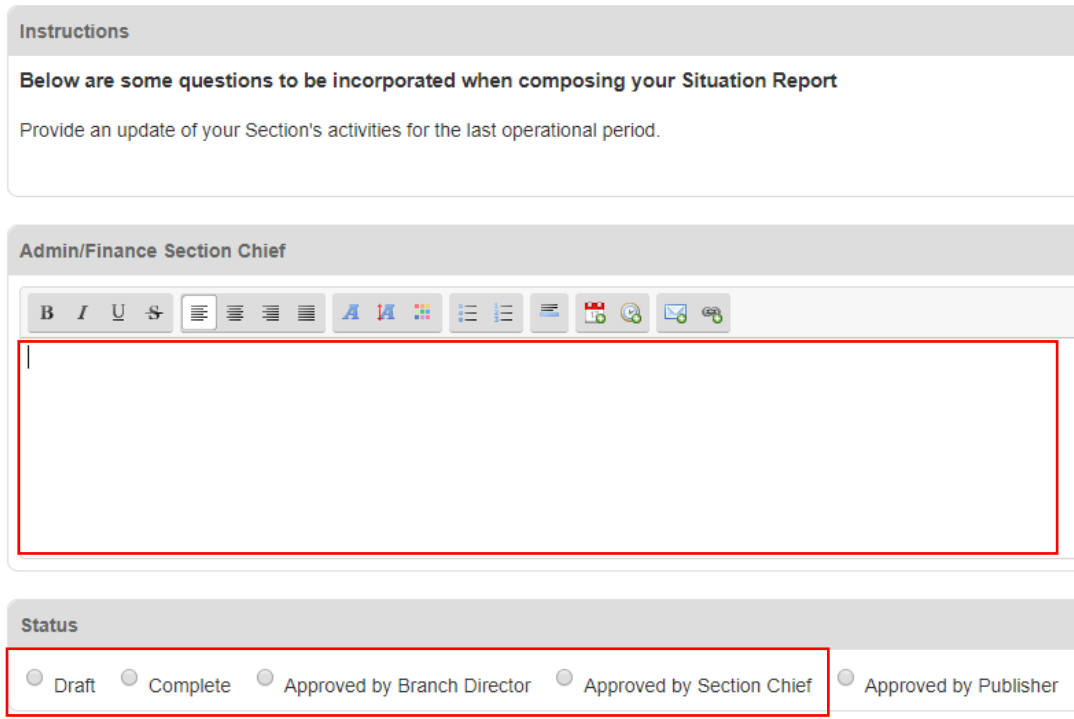
**Contributor Status**

COVID-19

Status: View All

Contributor	Section	Branch	Status	
Health and Medical Unit Leader	Operations	Human Services	Draft	<a href="#">Update Status</a>
Business and Industry Unit Leader	Operations	Recovery	Complete	<a href="#">Update Status</a>
Operations Section Chief	Operations	N/A	Not Started	<a href="#">Update Status</a>



Step	Action
5	<p>Read the “Instructions” section and complete the field under your position name. Under “Status” select “Draft,” if you are not done with your entry, or “Complete,” if your entry is ready for review (most users will see these two options). Depending on your level of permissions, additional options may be available for Section Chief and Director Approval. These positions should update the entry accordingly once approved. <b>Click “Save.”</b></p>  <p>The screenshot shows a web form with three main sections:</p> <ul style="list-style-type: none"> <li><b>Instructions:</b> A grey header bar followed by a text area containing the text: "Below are some questions to be incorporated when composing your Situation Report" and "Provide an update of your Section's activities for the last operational period."</li> <li><b>Admin/Finance Section Chief:</b> A grey header bar followed by a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and outdent. Below the toolbar is a large empty text area outlined in red.</li> <li><b>Status:</b> A grey header bar followed by a row of radio buttons with labels: "Draft", "Complete", "Approved by Branch Director", "Approved by Section Chief", and "Approved by Publisher". The "Draft" option is selected and highlighted with a red box.</li> </ul>

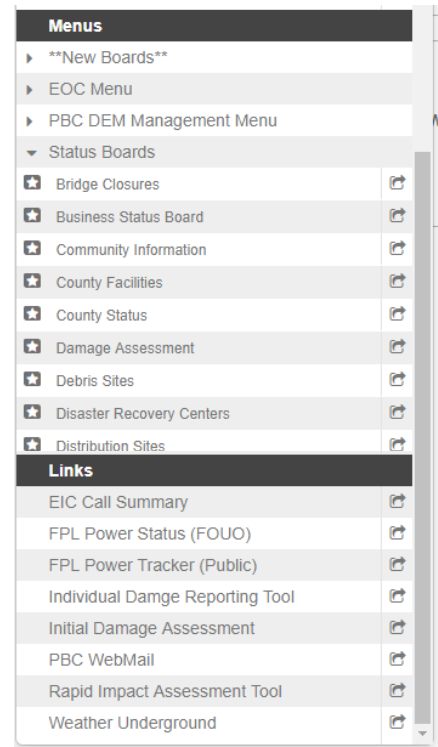
## OTHER WEBEOC FEATURES

### MENUS

On your control panel will be a number of "Menus." These menus group together other boards that may not be on your control panel. An example of a menu most users have access to is the "Status Boards" menu. This menu contains many of the PBC status boards your position has access to.

### LINKS

Through the "links" feature, we are able to add hyperlinks to external websites to your control panel for easy access. Links can be found at the bottom of your control panel. Not all positions will have access to the same links.



- ***What is my Username?***

If you are a Palm Beach County employee, your username is your Palm Beach County sim (e.g. if your email is [jdoh@pbcgov.org](mailto:jdoh@pbcgov.org), your username is “jdoh.”)

If you are not a Palm Beach County employee, your username is your email address.

- ***What if I forgot my username or password?***

If you forget your username or password, use the “Forgot Username” or “Forgot Password” link to reset it or email [webeochelp@pbcgov.org](mailto:webeochelp@pbcgov.org) from the email address your account is registered to and request a password reset.

- ***What if my account is locked?***

If your account is locked due to too many incorrect login attempts, wait thirty (30) minutes and try to login again. You may also wait thirty (30) minutes and reset your username or password. If your account is locked due to twelve (12) months of inactivity or you need additional assistance, email [webeochelp@pbcgov.org](mailto:webeochelp@pbcgov.org) to have your account unlocked by an administrator.

- ***What if a board I need is not on my control panel?***

If you do not see a board you need on your control panel, it is most likely because the position you are using does not have the appropriate permissions for that board. If you feel that the position should have access to the board, please send an email to [webeochelp@pbcgov.org](mailto:webeochelp@pbcgov.org) and include the following:

First Name

Last Name

Organization

Office Phone Number

Supervisor Name

Disaster Assignment Section

Disaster Assignment Location

Disaster Assignment Position(s)

What board are you requesting access to?

What position are you requesting the access for?

Why do you need access to the board? Please be as detailed as possible.

**ATTACHMENT 1: BOARD DEFINITIONS**

<b>Name of Board</b>	<b>Purpose</b>	<b>Who can input information</b>	<b>Actions Required</b>
Bridge Closures	To display bridges that are currently closed in Palm Beach County.	Infrastructure Branch Director, Public Works Unit, EM Communicators	Update information as the situation changes.
Business Status Board	Details current status of banks, department stores, gas stations, home improvement, lodging, pharmacies and grocery stores.	Business and Industry Unit Leader, Housing Unit Leader	Update information as situation changes. Most users will only be allowed to view this information.
EIC Summary/Call Center Summary	Details information received by the Emergency Information Center (EIC).	EM Director, PSD Director, EIC Unit, Public Information Unit	Update information as situation changes.
Community Distribution Sites	To track the distribution of supplies to communities, during an event.	Food and Water Unit (AAA, Food Alliance, Leader), Health and Medical Unit (Med Society, Leader) Mass Care Unit (Salvation Army, School District, Leader), Human Service Branch Director, Animal Services Unit Leader	Update information as situation changes. Most users will only view this information.
Community Information	To track community information such as food and water given by an Emergency	Food and Water Unit (AAA, Leader)	Update information as situation changes. Most users will

Name of Board	Purpose	Who can input information	Actions Required
	Operating Area (EOA).		only view this information.
County Facilities	View county facility location and status information.	Logistics Section (Chief Facilities Assessment, FDO Unit Leader, Support Branch Director)	Update information as situation changes. Most users will only view this information.
County Status	Displays current status of County EOC, County offices, declarations, utilities, transportation services, parks, marinas, beaches, roads and bridges.	EM Duty Officer, Planning Section (Chief, Demobilization Unit Leader, Documentation Unit Leader, EM Manager, Fusion Center Unit Leader, GIS Specialist, Resources Unit Leader, Situation Unit Leader, Situation Unit Support, Support Staff) EM Communicators, EOA Branch Director	Update information as situation changes. Most users will only view this information.
Daily Operations Report	Daily Report of current operations within PBC.	EM Duty Officer, Ops EM Manager, EM Communicators, Fusion Center	Update information on a daily basis.
Damage Assessment	Displays individual municipality and community damage assessment totals.	Recovery Branch Director, Damage Assessment Unit Leader, PBC Municipalities	Public Assistance and Individual Assistance totals should be entered by PBC Municipalities.

Name of Board	Purpose	Who can input information	Actions Required
			Unincorporated County totals should be entered by the Recovery Branch Director and/or Damage Assessment Unit Leader.
Debris Sites	Displays temporary debris management site location(s) and status information.	Infrastructure Branch Director, Debris Management Unit Leader, Recovery Branch Director, Recovery EM Manager	Update information as situation changes. Most users will only view this information.
Disaster Recovery Centers	Displays Disaster Recovery Center (DRC) location(s) and status information.	Recovery Branch Director, Recovery EM Manager, Unmet Needs Unit Leader	Update information as situation changes. Most users will only view this information.
Distribution Sites	Displays location and status information for Points of Distribution (POD) sites, bulk distribution sites and County Staging Area (CSA) locations.	Distribution Branch Director, POD Unit Leader, Bulk Distribution Unit Leader, CSA Unit Leader, Log EM Manager, Log Section Chief	Update information as situation changes. Most users will only view this information.

Name of Board	Purpose	Who can input information	Actions Required
Donations Management	Displays location and status information for Points of Distribution (POD) sites, bulk distribution sites, and County Staging Area (CSA) locations.	IT Unit Leader, Logistics Section (EM Manager, EOC Support Unit Leader, HR Unit Leader, Branch Director, Volunteers and Donations Unit Leader)	Update information as situation changes.
EOA Coordination Sites	Displays Emergency Operating Area (EOA) site location and status information.	EOA Branch Director, EOA Coordinators, EOA/Muni Unit Leader	Update information as situation changes. Most users will only view this information.
EOC Daily Calendar	This is a menu of days in the week to display daily activities in the EOC. The board is displayed in the front lobby of the EOC and in the EM Suite.	WebEOC® Administrator and AV Controller (Secretaries).	Update information on a daily basis.
EOC Timeline	View timeline of required actions by EOC personnel.	Planning Section (update), All users (Read Only)	Update information as situation changes.
Advanced File Library	Contains documents utilized as reference for EOC management.	All	Documents need to be updated to the most current version at least annually.
Flash Report	To communicate pertinent incident	Most positions (read only), EM Duty	EM Duty Officer will input

Name of Board	Purpose	Who can input information	Actions Required
	specific information in EOC Level 3 Activations (Monitoring).	Officer and EM Communicator (update), Planning Section	information as needed.
Fire Rescue (FR) Task Management	Displays tasks for fire rescue personnel to do during “blue sky” business, trainings, and exercises	PBC Fire Rescue personnel (PBCFR).	Update information as situation changes. Most users will only view this information.
Health and Medical Status (Health and Medical Facilities)	Tracks hospitals, pharmacies, clinics, dialysis centers, nursing homes/Assisted Living Facilities, blood banks, oxygen providers, and morgue status information.	Health and Medical Unit Leader, Human Services Branch Director, Pharmacy (CVS, Publix, Walgreens)	Update information as situation changes. Most users will only view this information.
Hospitals	Displays location, capabilities, and report status of hospitals such as operational status, power status, ER status, etc.	All Individual Hospitals (Read Only), Health and Medical Unit Leader and Special Needs Unit leader, Logistics Section Chief.	Should be updated at least once per day by the Health and Medical Unit.
Incident Action Plan (IAP)	Used to create Situation Reports. This document is provided to EOC personnel on a periodic basis.	Planning Section & select Units.	Create and publish the IAP.



Name of Board	Purpose	Who can input information	Actions Required
Incident Files (County Incident Files)	Files that are relevant to the current incident.	All	Add, Save, and Print as needed.
Mission/Resource	Use to request and track mission and resource requests within the County EOC.	Most Users	Ensure requests contain all necessary information. Respond to and update missions that are assigned to you. Close upon completion of mission/resource request.
Municipal Incident Communications	Displays incident related files for municipalities	Public Information Officer, Public Information Unit Leader, Municipalities.	Update information as situation changes. Information is displayed only to the municipality encountering an incident.
Municipal Status	Tracks status of each Municipality in PBC such as: <ul style="list-style-type: none"> <li>• Flooding Information</li> <li>• Electricity Status</li> <li>• Status of Water</li> </ul>	Each Municipality can edit their own status.	Update information as situation changes. Most users will only view this information.
Position Log	Ongoing journal of all activities conducted by each	All Users	All WebEOC users are responsible for entering

Name of Board	Purpose	Who can input information	Actions Required
	WebEOC® position. Originating location for entries posted to <i>Significant Events</i> .		information and activities pertaining to an incident in their position log.
Press Release	Used to display press releases, as developed by Public Information Officer (PIO), and approved by the Incident Commander.	Public Information (Officer, Officer Support, Unit Leader), EM Liaison Manager can edit and update.  Read only for all other users.	Must be approved by Incident Commander before posting/release.
Public Information	Displays information to be given to the public.	Public Information (Officer, Officer Support, Unit Leader), EM Liaison Manager can edit and update.  Read only for all other users.	Information must be verified and approved by Public Information Officer before being posted.
Response and Vulnerability Corrective Assessment Program (RAVCAP)	Used at the end of an event, training, or exercise to record feedback from stakeholders who have participated in the given event.	Unit Leaders and above.	DEM personnel will review and follow up on action comments to create RAVCAP reports and conduct corrective actions from the incident, event, training, or exercise.

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Road Closures	To display roads that are currently closed in Palm Beach County.	Infrastructure Services Branch Director, Public Works Unit (Leader, FDOT), EM Communicators.	Update information as the situation changes.
Shelters (Risk and Host)	Displays status of general population, pet friendly, host and special needs shelters, their capacity, and their occupancy.	Human Services Branch Director, Mass Care Unit Leader	Update information as situation changes. Most users will only view this information.
Significant Events	<p>Check box within the <i>Position Log</i> that allows the user to designate a <i>Significant Event</i>.</p> <p>Used for incidents and/ or decisions that are important for multiple agencies to know about, that may have an impact on tactics and operations.</p>	<p>All Users can enter.</p> <p>WebEOC Admin, Admin Finance EM Manager, EM Duty Officer, Planning Section Chief, EM Communicator, EPG EM Director Assistant, EM Manager (Log, Ops, Plan, Admin/Fin), Plan Situation Unit Leader, Plan Situation Unit Support can approve as controllers.</p>	<p>User must check an entry/event in their position log to post to the Significant Events Board. The Significant Events Controller will review and verify the entry is significant before it will be posted.</p> <p>Ensure updates are posted as these Significant Events change.</p>
Sign-In/Sign Out	Displays the names, positions and contact information for all personnel on-shift at the EOC during an event.	All Users	<p>Must sign in at the beginning of your shift.</p> <p>Must sign out at the end of your shift.</p>

Name of Board	Purpose	Who can input information	Actions Required
Situation Report	Used to create Situation Reports. This document is provided to EOC personnel on a periodic basis.	All Units	Once the SitRep is completed, they are published in WebEOC® for EOC personnel to view and conduct tactical operations.
Special Needs	Used to track Special Needs Shelter Clients	Special Needs Unit Leader, Special Needs Health, Special Needs, SpNS Registration, EIC Unit (Call Taker, Manager, Leader), Special Needs Shelter Manager.	Data is automatically populated from the online registration form. This board is used to track clients once at the shelter.
Water - Utilities	Provides information on the location and operational status of water treatment plants and utility facilities.	Public Works Unit – Water Utilities	If this board is available, the user is required to fill out the information each operational period.