EPA WebEOC User Guide

USEPA/Environmental Response Team

October 2013
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• Sort – arrange the data in the Board Display using specific criteria. The default sort order is the most recent record displayed first. The data can only be sorted by one of the fields, and can be in ascending or descending order. In addition, the number of entries to display per page can also be selected from the Message Count option below the Sort criteria. You can only sort on one field at a time with Data ID as the secondary sort field. This cannot be changed.

• Filter – limit the records displayed in the Board Display based on one or more fields. Click the Apply Filter button at the top of the screen. Once the data has been filtered, it is possible to sort the filtered results by selecting Sort. The resulting filtered data is displayed in the Board Display window (if window is already open).

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INTRODUCTION TO WEBEOC

WebEOC is an Internet-based program designed to make information universally available to authorized users everywhere. It manages the collection and dissemination of information. When used effectively, it is a powerful tool to keep all members of an Emergency Operations Center (EOC) up to date with real-time information. WebEOC can be used during both the planning and response phase of an emergency. It can also be used for day-to-day activities to manage routine, non-emergency related operations. The real-time nature of information in WebEOC allows for timely, informed decisions.

WebEOC is a tool that can be customized locally by EPA to provide all levels of access and scalability the Agency requires on an incident-by-incident basis. In addition, multiple incidents can be “rolled-up” and managed through one common master view. Through the creation of Jurisdictions, Users, Incidents and Master Views, practically all operations can be managed through WebEOC.

Since WebEOC is an Internet-based application, it may be accessed from any web browser, allowing users to participate from any location where an Internet connection is available. In addition, WebEOC can be customized with links to external web sites such as the Weather Channel or CNN.

Through the implementation of WebEOC for EPA’s Daily Operations at the Regional Response Centers (RRC) and HQ Emergency Operations Center (EOC), users are expected to become proficient in the operation and use of WebEOC as part of their daily routine. Therefore, if and when an emergency arises, users will have an effective, working knowledge of WebEOC and should not experience any “learning curve” at a time of crisis. Managing the information of any emergency in WebEOC will be seamless and second nature to those who are involved.

Supported Browsers and Devices

WebEOC is best viewed with Internet Explorer v8.0 or higher. Other supported browsers include Chrome, Firefox and Safari. Mobile devices supported include iPad, iPhone and Android browsers.

Note – Pop-ups must be allowed for this website or you will not be able to login, and boards will not function properly. You must also allow cookies. See your Computer Administrator if you require assistance with these settings.

For the iPad/iPhone using Safari, you can enable pop-ups by selecting Settings | Safari | uncheck “Block Pop-ups”.

For more information, contact ERT Support at 1-800-999-6990 or email: ertsupport@epa.gov
Overview of EPA’s WebEOC Implementation

The US EPA is using WebEOC to support both the RRC/EOC daily operations, as well as large scale emergency/crisis operations. The status boards and information available for these distinct operations is summarized below. Customizations and enhancements are being continuously developed for both of these areas within WebEOC. Below is a table listing the most common boards for each implementation, as well as a brief description of their intended use.

### DAILY OPERATIONS

<table>
<thead>
<tr>
<th>Board Name</th>
<th>Description of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotline Log</td>
<td>Summary of NRC Reports and Follow-Up Action Reports</td>
</tr>
<tr>
<td>NRC Reports</td>
<td>Full text NRC Report</td>
</tr>
<tr>
<td>Action Reports</td>
<td>Full text Action Reports for NRC Report follow-up</td>
</tr>
<tr>
<td>Call Log</td>
<td>Tracks non-NRC calls received by an RRC</td>
</tr>
<tr>
<td>Exercise Log</td>
<td>Tracks exercises/simulations</td>
</tr>
<tr>
<td>Personnel Log</td>
<td>Tracks personnel (on-call, available, unavailable, etc.)</td>
</tr>
<tr>
<td>Significant Events Board</td>
<td>Tracks any information deemed Significant from an Action Report.</td>
</tr>
<tr>
<td>Operations Log</td>
<td>Tracks general operations activity</td>
</tr>
<tr>
<td>Report: Daily Ops Status</td>
<td>Printable report that summarizes notifications, personnel status, significant events, and operations for a specific date range.</td>
</tr>
</tbody>
</table>

### EMERGENCY/CRISIS MANAGEMENT

<table>
<thead>
<tr>
<th>Board Name</th>
<th>Description of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS Forms</td>
<td>Required when implementing the Incident Command System</td>
</tr>
<tr>
<td>Event Critique</td>
<td>Tracks user comments and suggestions (after action items)</td>
</tr>
<tr>
<td>Incident Events</td>
<td>Tracks critical incident events (explosions, spills, evacuations, etc.)</td>
</tr>
<tr>
<td>Situation Updates</td>
<td>Tracks general incident events (deployment status, comms info, etc.)</td>
</tr>
<tr>
<td>Personnel Log</td>
<td>Tracks incident-specific personnel status and availability</td>
</tr>
</tbody>
</table>
LOGIN PAGE OVERVIEW

Type the following URL into your web browser address (i.e. Internet Explorer or Netscape):
https://webeoc.epa.gov

![WebEOC Login](image)

Figure 1 - WebEOC Login

The choices you make on the WebEOC login page will determine the status boards available when you login. For instance, you must first choose a Jurisdiction. The list of Jurisdictions includes ERT, HQ, and each of the 10 regions. When you select a particular Jurisdiction, only the user names and incidents that correspond with that Jurisdiction will be displayed. Typical login names for most jurisdictions include: Command and Duty Officer.

WebEOC is being implemented to serve two primary functions. The first is to serve as the Daily Operations log for day-to-day activities of a given jurisdiction. Typically, the user name associated with this function is Duty Officer.

The second function of WebEOC is to organize the response operations for a given incident. Although Duty Officer will still appear in the list of user names for the Jurisdiction, it should not be used for logging in to incidents other than Daily Operations. When logging in to an incident other than Daily Operations, most users will select an ICS Position.
Multiple personnel may log in under one user. Logins are not specific usernames, rather, they are titles or positions. Depending on which name you choose for your log in, you will see different options in your control window designed for that specific job function. Further details about these differences will be discussed later in the manual.

![WebEOC 7.4 Login]

**Figures 2 - WebEOC Login options**

**LOGIN STEPS**

**Jurisdiction** – select the appropriate region or location.

**User** – select the appropriate job function. If logging in to the Daily Operations Incident, select “Duty Officer”. If logging in to an event other than Daily Operations, select one of the other user names based on positions in the Incident Command System (ICS) guidelines. For example:

- **Duty Officer** – access Daily Operations logs including Hotline, Personnel, Call Logs, and NRC Reports.

- **Planning/Logistics** – Incident management with ICS Forms and Event specific boards.

**Note:** – Login as **Duty Officer for Daily Operations** and as **Planning/Logistics** for Incident/Event related information.

**Password** – type in the appropriate password for the user name selected.

**Incident** – select the appropriate incident, exercise, or Daily Operations boards to display.
Upon successful login, the following window will be displayed:

**WEBEOC NAVIGATION OVERVIEW**

**Basic Functions**
There are three main types of windows that are used to navigate and operate WebEOC: the **Control Panel** (Main Dashboard), the **Ops Window** (Input/Edit forms) and the **Board Display** (READ-ONLY). The Ops Window is used to add, update, organize and integrate all data for each board. The Board Display window is used to view all the entries that have been made via the associated input/edit screen.

- **Control Panel** (Main Dashboard)
  This window allows you to navigate through WebEOC. From the Control Panel, you can see who you are logged in as, which event you are logged in to, the status boards, links and reports available to you, as well as the logout button. Login/logout information is at the top of the Control Panel, followed by status boards, then links and reports.

- **Ops Window** (Input/Edit Form)

- **Board Display** (READ-only Data Display)
• Colored Board Names
Colored Board Names on the Control Panel are used to alert users when new data has been posted to a status board.

The following list describes the indicator light color definitions and applies only to status boards:

- **Black** - indicates no new data
- **Red** - indicates new data available

**WORKING WITH STATUS BOARDS**

**Viewing Existing Data**
To view existing data for a specific board, click on the board name (i.e., Action Reports). Depending on the status board you select, you will be presented with a table-view of existing records or a full-text version of the most current record for that board. Below is an example of the table view of a board.

![Figure 4 – NRC Reports Board Display](image)

**Disable Board Refresh** – WebEOC automatically refreshes the Display window every 15 seconds to ensure that updates are displayed in real-time. The refresh option may be temporarily disabled by checking the box next to Disable Board Refresh.
ADDING/EDITING AND ORGANIZING DATA

Ops Window (Input/Edit Form)
Click on the blue + button to the right of the board name in the Control Panel to open the Ops Window (input/edit form) for a particular board. The Ops Window is where you manage and post information to a board. By default, a blank data entry window is displayed when the Ops Window button is selected. Primarily, you can create a new record or edit an existing record with this option. Other functions of the Ops Window include data organization using sorting and filtering.

At the top of the Ops Window, there are operational buttons available for inputting and organizing data. Although the Board Display window does not have to be open when organizing data, it is recommended that the corresponding Board Display window is open since the results are only reflected in there. However, if you open the Board Display AFTER applying your changes, those changes will still be reflected in the window.

**Entry** – The default option when the Ops Window is opened is to add a new record. When the data entry is completed, click on the ‘Save’ button to post the entry. The Board Display (if open) will reflect the posting immediately. Click ‘Cancel’ if you do not wish to post your entry. The Retrieve Record button allows you to retrieve an EXISTING record by entering the Data ID of that record. However, it is recommended that you select the data ID from the Board Display when you want to edit a record.
**Sort** – arrange the data in the Board Display using specific criteria. The default sort order is the most recent record displayed first. The data can only be sorted by ONE of the fields, and can be in ascending or descending order. In addition, the number of entries to display per page can also be selected from the Message Count option below the Sort criteria. You can only sort on ONE field at a time with Data ID as the secondary sort field. This cannot be changed.

Click on the **Sort** button to apply the sort criteria. The resulting sorted data is displayed in the Board Display window (if window is already open).

![Figure 6 - Sort Options](image1.png)

**Note:**
The Sort function will look identical for every Board. The only differences will be the Fields that you can sort by.

![Figure 7 - Call Log Display Window](image2.png)

The Data has been sorted primarily on the Duty Officer data field and secondarily on the Data ID.
Filter – limit the records displayed in the Board Display based on one or more fields. Click the Apply Filter button at the top of the screen. Once the data has been filtered, it is possible to sort the filtered results by selecting Sort. The resulting filtered data is displayed in the Board Display window (if window is already open).

Figure 8 - Call Log Ops Window

Figure 9 - Filtered Call Log
Filtering is useful when you need to view a subset of the data. In the sample window above, you could filter for calls logged by a specific Duty Officer, or only the calls that fit a specific category. At least one field or as many as all of the fields may be selected as criteria for the filter. However, the filter is all inclusive. Therefore, if you select multiple fields for your criteria, all of that criteria must exist for a record or it will not be displayed.

To remove a filter, return to the Filter window and click the Clear Filter button. Note: Any displays generated by applying a Filter will take precedence over operations done by way of a Sort. For example, if a filter is applied to a Board Display, any Sorts performed thereafter on that board will sort only the filtered data. If you wish to Sort on all of the records, you must REMOVE the filter before you perform a Sort.

LINKING TO EXTERNAL WEBSITES

The WebEOC system administrator can create external website links for any active event. Having links to sites such as CNN and the Weather Channel enable a user to access those websites directly by clicking on the link in WebEOC rather than opening a browser and finding the website.

![Figure 10 - External Links](image.png)

Useful links to an external website may be found in Links section of the Dashboard.
Using WebEOC for Daily Operations VS. ICS Incidents

The Daily Ops Control Panel contains status boards for the daily management of the RRCs and HQ EOC.

The Incident Specific Control Panel is tailored to meet the needs of an individual exercise or emergency response. ICS forms dominate the layout with various logs and links following later.

Figure 11 - Daily Operations and Incident Specific Control Panels
WEBEOC DAILY OPERATIONS

Background
Daily operations in the response operations context is defined as all activities and tasks related to spill notifications both from the National Response Center (NRC) and notifications from other sources. These activities include telephone duty (PDO), primary response (R1), secondary response (R2), interaction with responsible parties, action reports, response asset management (human and hardware), support of field operations, planning, training, and other tasks that may be required.

These activities must be conducted efficiently and effectively, and be sufficiently documented to satisfy the Daily Operations mission. In addition, to facilitate multi-regional events, common procedures should be employed in all the regions, and communication of the resulting information stream should be optimized within each region, between regions and EPA Headquarters (HQ).

The physical location for Daily Operations are the Regional Response Centers (RRC) in each region, and the HQ EOC in Washington. After-hours duties shift to the homes of the PDO’s and the response OSC’s. It is critical that the information management tools utilized to support Daily Operations are available from all duty locations.

Method
In order to provide a nationally consistent flexible set of information management tools and procedures to support Daily Operations, WebEOC is utilized under custom-designed Daily Operations events. WebEOC is an Internet-based application that may be accessed by any authorized user with an Internet connection.

Each region uses an identical core of form-based data tools, and if desired, supplemented by a region-specific toolset. Data is maintained within a WebEOC event dedicated to each region (R1 Daily Operations, R2 Daily Operations, etc.) to ensure regional control of their information. These regional Daily Operations events are merged for HQ by use of a WebEOC Master View that gives HQ read-only access to all regional data. Data entry occurs once at the source of the information in the regions, and then the data can be utilized both regionally and nationally.

Toolset
ERT has custom-designed a set of WebEOC tools to support the requirements of Daily Operations. Each task is supported by a specific information tool and the resulting data is merged and aggregated as necessary to produce queries and reports to satisfy regional and national information needs.

The WebEOC toolset for Daily Operations is comprised of the following seven (7) main components:

1. Hotline Log
2. Action Reports
3. Personnel Log
4. Equipment Log
5. Operations Log
6. Significant Events
7. Status Report

**Hotline Log**
The Hotline Log is a summary of spill notification reports received from the NRC with additional fields for information supplied by the region. The NRC transmits notifications to ERT and appropriate Hotline Logs are automatically updated in WebEOC. New reports are displayed at the top of the Hotline Log and are highlighted yellow until the Material Type field is filled (by the PDO).

Hotline log records can be edited to make corrections or to enter region-supplied data by clicking on the DataID link in the Hotline Log. Review the full text of the related NRC report by clicking on the ‘Get NRC Report’ in the edit screen or the NRC No. link in the Hotline Log table view. Action or Spill Summary reports to document follow-up activities may be submitted by clicking the Action Report link at the top of each NRC report (see Action Report).

Once the Material Type field has been updated, the contents of the Hotline Log are used to automatically build the Spill Notification section of the Daily Ops Status Report (see Status Report).

Hotline Log reports can be sorted and/or filtered on the contents of any data field.

**Action Reports**
Actions reports can be filed with reference to a specific NRC report by clicking on the Action Report button at the top of each report’s full text view. A new Action Report is opened, and the NRC report number is automatically entered into the Action Report reference field. Selecting Action Report from the WebEOC dashboard can also file Action Reports WITHOUT a reference to an NRC report. Any number of reports can be filed with respect to a particular incident. Interim reports are marked Pending and the last report is marked Closed.

Data from an Action Report can be automatically added to the Significant Events board by selecting the data link Significant Events checkbox at the top of the entry form. Submitted Action Reports are accessible from the Hotline Log via a link in the last column of the Hotline Log.

Action Reports can be sorted and/or filtered on the contents of any data field.

**Personnel Log**
Basic data concerning the OSC staff is captured in the Personnel Log as a means of managing human assets for response activities. The current PDO, R1, R2, and outposted OSC’s can be identified. The availability status of each OSC (available/unavailable) can be recorded along with multiple contact numbers.

The information in the Personnel Log automatically builds the Personnel section of the Daily Ops Status Report (see Status Report).

Personnel Logs can be sorted and/or filtered on the contents of any data field.
Equipment Log
Equipment log is designed to manage hardware assets for response activities. Equipment description, location, availability, and contact information can be recorded. Although manual entry of this information is currently required, when the National Equipment Management System (NEMS) is in place at all EPA equipment warehouses, this information will automatically be provided from that system.

Equipment Logs can be sorted and/or filtered on the contents of any data field.

Operations Log
Field operations status can be recorded and managed by entering relevant data in the Operations Log. This information can be automatically added to the Significant Events section of the Daily Ops Status Report (see Status Report) by selecting Yes for the Report Item option at the bottom of the entry form.

Significant Events
Any information that is considered notable can be recorded as a Significant Event.

The information in Significant Events automatically builds the Significant Events section of the Daily Ops Status Report (see Status Report).

Status Report (Daily Ops)
The Daily Ops Status Report is a summary of data recorded with the tools described above. The report can be generated based on a single day, or any date range. The report is comprised of the following sections:

- Report Date Range
- NRC reports are summarized by State and Material Type
- OSC assignments to PDO, R1, R2, outposted OSC’s, and Available OSC’s are listed.
- Selected Operations Log items are listed (see Operations Log).
- Selected Significant Events are listed (see Action Reports and Operations Log).

Status Reports present regional data within each regional Daily Operations event. HQ, by use of the National Daily Operations Master View, can produce regional reports, and a national report drawing from the aggregate data of all the regional Daily Operations events.
OVERVIEW OF BASIC DATA FLOW AND USER RESPONSIBILITY FOR NRC NOTIFICATIONS IN WEBEOC

1. NRC Reports are automatically delivered to the HOTLINE LOG in WebEOC. New entries are posted at the top of the list, and will appear hi-lighted in yellow until a material type is defined.

2. EPA Duty Officer/OSC reviews the corresponding NRC Report by clicking on the NRC number in the HotLine Log. An Action Report with follow-up information may be submitted from the NRC Report to document response activities.

3. HotLine Log entries are updated by clicking on the DataID number of a record in the HotLine Log. When the material type is specified, that record will no longer be hi-lighted in yellow. An Action Report can be submitted from the HotLine Log data-entry window.

4. EPA Duty Officer/OSC submits an Action Report with follow-up information about the NRC Notification/HotLine Log Entry.

5. EPA Duty Officer/OSC submits a Spill Summary Report with extended Spill Summary information.

Navigating through the Control Panel:

The Control Panel display contains the typical set of status boards, links, and reports available to each Region for Daily Operations.

- View/Edit existing information by clicking on the Status Board name.
  - RED Colored Board Name indicates there is new data

- Enter new information by clicking on the blue + button to the right of a status board name.

- Indicator x button on the right of the Board Name will turn RED if a Board View window is open on your desktop.
DAILY OPERATIONS IN PRACTICE

Review HotLine Log

- NRC Reports are automatically delivered to the HOTLINE LOG in WebEOC. New entries are posted at the top of the list, and will appear hi-lighted in yellow until a material type is defined.

- Display the HotLine Log by clicking on Hotline Log Board Name in the Control Panel

- Review the HotLine Log for any new entries (on top and hi-lighted yellow). Any other yellow entries indicate that a Material Type has not yet been defined.

- Note: If the word More appears inside a field, additional information will be displayed when you click on the underlined word More.

Figure 12 - Sample HotLine Log

Disable Board Refresh

WebEOC automatically refreshes the Display window every 15 seconds to ensure that updates are displayed in real-time. The refresh option can be temporarily disabled by checking the box next to Disable Board Refresh at the bottom of the Display window.
Review NRC Report

- Review the related NRC Report by clicking on the corresponding NRC No. link.

![Sample NRC Report](image1)

**Figure 13 - Sample NRC Report**

**Submit Action Report**

- An action report to document response activities may be created by clicking on the **Submit Action Report** button at the top of the NRC Report. More than one Action Report may be filed with each NRC Report.

- Individual Action Reports un-related to specific NRC Reports can also be submitted directly by creating new entries in the Action Report Status Board (click on the blue + button to the right of Action Reports on the WebEOC Control Panel).

![Action Reports](image2)

**Figure 14 – Save New Action Report**

- An Action Report may also be created from the Action Log entry form by completing the fields and clicking on the **Save** button at the top of the form.
The image below displays the Ops Window (data entry/edit screen) for an Action Report. Most fields are self-explanatory; however, a few fields warrant further explanation:

**Data Links: Action report to Significant Events Checkbox:**
By clicking this checkbox, the information typed in the Action Information section will automatically create a new entry in the Significant Events board. Information in the Significant Events board prints with the Daily Ops Status Report.

**Associated NRC Report #:**
If an Action Report is submitted using the Submit Action Report button on the NRC Report window or Hotline Log Ops Window, this field is automatically filled in with the corresponding NRC number. If this action report is not related to an NRC report, the field can be left blank. If the NRC number is completed, a report can be printed that contains the NRC report along with all the action reports associated with it.

**Associated Hotline Log Data ID#:**
If an Action Report is submitted from the Submit Action Button on the Hotline Log Ops windows, this field is automatically filled in with the corresponding Hotline Log Data ID. If this action report is not related to an entry in the Hotline Log, the field can be left blank. If the Hotline Log number is completed, a report can be printed that contains the Hotline Log entry and all the action reports associated with it.

*Click the Save button on top to record any changes.*
Edit/Update HotLine Log
HotLine Log entries are updated by clicking on the DataID number of a record in the HotLine Log.

Figure 16 - Sample HotLine Log

Figure 17 - HotLine Log Ops Window
• If the NRC report number is completed, the NRC Report can be displayed by clicking the underlined View Report link to the right of the NRC number.

• Enter a Material Type by selecting one from the drop-down menu.

• Check the **Exclude from Reports** if you do not want this record to be included in the Daily Ops Status Report totals. This might be necessary for calls that required no EPA action.

• Make any other necessary changes to the HotLine Log and click **Save** to record the changes.

The previous examples of WebEOC functionality in creating new entries, modifying entries using the DataID, and the Control Panel navigations apply to ALL WebEOC Status Boards. Each region has a core list of Status Boards but additional boards may be available from region to region.

**Recommended Display**

When changes to the Status Boards are made, the Board Display is automatically updated. It is recommended that you have the Board Display open at the same time you are making updates. The Windows may be resized so that you can view all the necessary screens simultaneously. It is especially recommended to have the following window arrangements when sorting and filtering.

![Recommended Display/Board Layout](image_url)
DATA MANAGEMENT AND RETRIEVAL

WebEOC is a useful tool for organizing and managing Daily Operations information. Retrieving the data is an important part of data management and business decisions. WebEOC provides simple sorting and filtering tools and a Summary report.

It is recommended that the Board Display window is open when performing Sorts and Filters. All sort and filter results will be displayed in the Board Display window. For example, if you need to sort the Exercise Log, click on the Exercise Log to display it and keep that Window visible by resizing and moving it to the bottom of your screen.

Sort
Boards may be sorted on ANY data field but you can only sort on one field at a time. To begin sorting, open the Ops Window of the Status Board by clicking on the blue + button to the right of the Status Board name.

Note: It is recommended that the Board Display window is open as well. The example below shows the sample layout of the Ops Window for Action Reports, the Control Panel and the Board Display window.

1. Click on the Sort button at the top of Ops Window to display sorting options.
2. Select from the drop-down menu which data field to sort by.
3. Select from the drop-down menu whether to sort by Ascending or Descending order.
4. Click on the Apply button below to apply your sort criteria.
5. The Board Display window will reflect your desired sort options.

Figure 19 - Sorting
Filter
In addition to sorting, the Board Display may be further limited by filtering the data. You can filter on one or many data fields.

To begin filtering, open the Ops Window of the Status Board by clicking on the Status Board name or the large gray button to the right of the board name.

Note: It is recommended that the Board Display window is open as well (see previous screenshot).

1. Click on the **Filter** button at the top of Ops Window to display filter options.
2. Select from the drop-down menu which data field to filter on.
3. Click on the **Apply** button to apply your filter criteria.
4. The Board Display window will reflect your desired filter options.

Keep in mind that you will limit the display to only those records that satisfy ALL data field requirements that you select in your filter criteria. For example, if you want to filter only for Table Top exercises, select ‘Table Top’ from the drop-down list for the Type field (see below).

![Filtering](image)

**Figure 20 - Filtering**

Note the ‘Filter Applied’ status of the Display window. To remove the filter, click on the **Clear** button next to the Apply button.
Status Report

A detailed status report of Daily Operations activity is available by selecting **Report: Daily Ops Status** from the Control Panel. The report aggregates information from the HotLine Log, Operations Log, Personnel Log and Significant Events. Users may define a Report time period for the status summary. The default period is one day based on today’s date.

![Status Report and Summary](image)

**Figure 21 - Status Report and Summary**
• The Personnel section of the summary report indicates which OSC’s are assigned to RRC duties as well as those that are available.

• The Notification section of the summary report is organized by State and Material Type. If a material type is NOT entered into the HotLine Log, these entries are NOT included in the Total. They are however reported in the parentheses next to the Total. Items in the HotLine Log where ‘Exclude from Reports’ was checked are also NOT included in these totals.

• The Significant Events section of the summary report displays the Significant Event activities for the specified time period.

• The Field Operations section of the summary report displays the Operations Log activities for the specified time period.

• The Exercises section of the summary report displays the Exercise Log activities for the specified time period.
Significant Events

Any information that is considered notable can be recorded as a Significant Event. The Significant Events board may be populated by using the associated input form or by data linking Action Reports.

Figure 22 - Sample Significant Events Board Display

Figure 23 - Significant Event Ops Window

Figure 24 - Data Linking to Significant Events Board
WEBEOC INCIDENT SPECIFIC EVENTS

If an Emergency Response is elevated beyond typical response actions (e.g. regionally or nationally significant), then an independent event may be created in WebEOC separate from the Daily Operations event. These independent events include ICS forms to support the ICS process.

The ICS process has been adopted by the EPA to handle emergency responses that are considered regionally or nationally significant. The Incident Specific Control Panel is tailored to meet these needs as well as non-emergency exercises. ICS forms dominate the layout followed by various logs and links.

Since not all incident specific events require ICS, the details of the ICS process and each of the ICS forms will not be discussed. However, relevant boards and forms will be highlighted to illustrate how WebEOC can be used during incident specific events and exercises. The following will be examples from the Exercise Ruby Slippers during the summer of 2004 to illustrate the default boards available in an Incident Specific event.

**Logging in to an Incident Specific Event**
There are three (2) incident specific logins that represent different levels of responsibility: Planning and Logistics. Each login will determine which default forms/boards are available for utilization, however currently, they both are configured with the same boards.

**Planning/Logistics** – all standard ICS forms as well as other default incident boards

**NOTE:** Additional ICS forms and custom boards may be made available by request.
DEFAULT FORMS/BOARDS FOR PLANNING/LOGISTICS LOGIN

Incident Specific Dashboard
The Incident Specific Dashboard contains additional sections including Menus, Tools and Plugins. Menus contain additional sub-menus related to ICS activities. Below is an example of the Planning Dashboard with additional ICS boards and ICS sub-Menus including List Maintenance and Resource Reports sub-Menus.

Figure 27 – ICS Dashboard and Sub-Menus
ICS 213 - EPA General Message
The General Message board represents the ICS form 213 and can be used to track requests and replies made during the event.

Figure 28 - General Message Ops Window

Figure 29 - General Message Board Display
Incident Notification Log
An incident notification log entry relates to any major developments that may occur i.e. explosions, casualties, etc. This board is a useful vehicle for reporting important details in real-time. These entries are available to interested parties via the Incident Notification Log Board Display.

Figure 30 – Incident Notification Log Board
Figure 31 – Incident Notification Ops Window