

# WebEOC Training



# Topics

**Module 1 – WebEOC Overview**

**Module 2 – Getting Started**

**Module 3 – Status Boards**

- **Position Log**
- **Request for Assistance**
- **Mission/Task**
- **Significant Events**

**Module 4 – Forms**

**Module 5 – Links**

**Module 6 – MapTac**

**Module 7 – Administrative Items**

# ***Module 1***

## **WebEOC Overview**

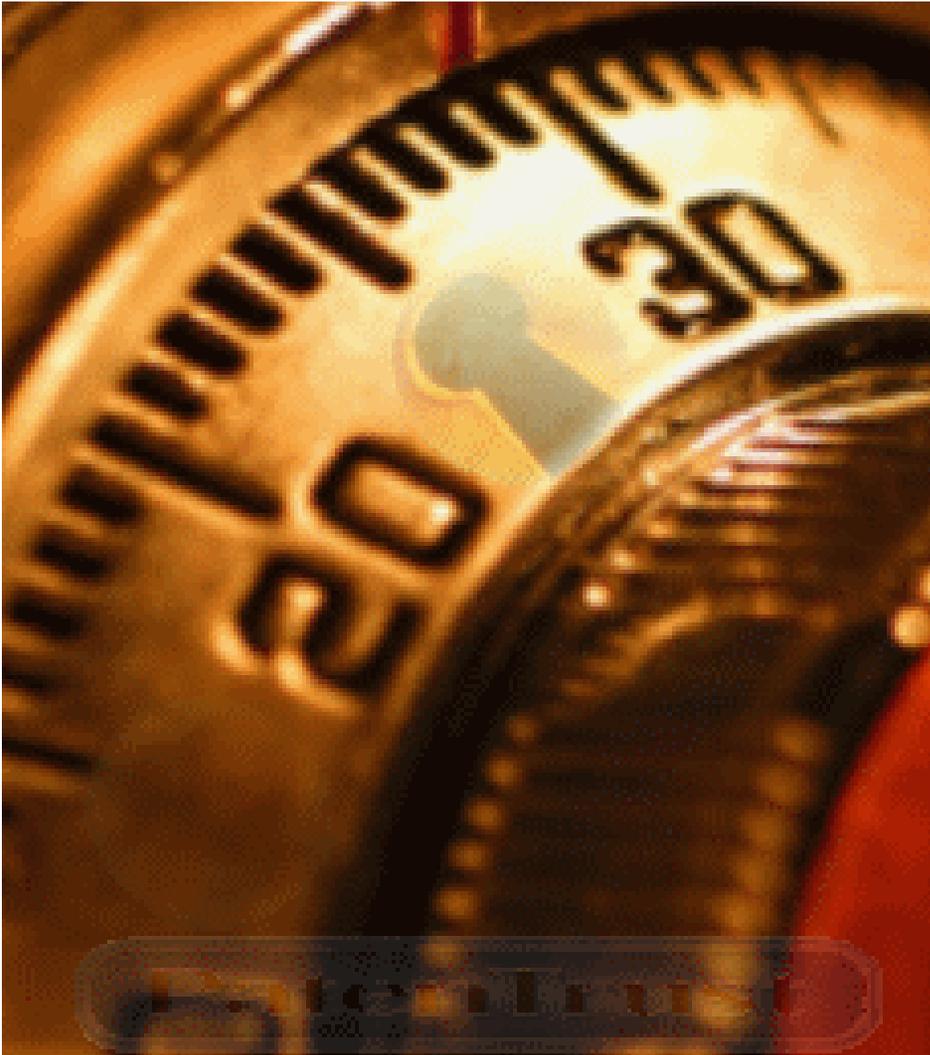
# What is WebEOC?

- **WebEOC is a Web-Enabled incident management system.**
- **WebEOC is a data base that contains incident records.**
- **Because WebEOC is Web-Enabled it can be accessed from the office, at home or on the road, if you have an internet connection, you can access WebEOC.**

# What is WebEOC?

- **Used in the State Emergency Operations Center (SEOC) to coordinate the use of state's assets.**
- **Provides a link from the SEOC to local and tribal Emergency Operations Centers during real-time events and exercises.**
- **Allows users to have access to real-time information simultaneously without having to purchase the product.**
- **Unlimited users**
- **User friendly, easy to learn**
- **Customized to meet our State's needs**
- **Complies with ICS/NIMS/ESF structures**

# Security



- **Admin Profiles Manager controls privileges.**
- **Automatic account lockout after failed attempts.**
- **Audit Log has been added to the Admin Manager.**
- **Each record is automatically time-stamped & IDs the user.**
- **Strong Passwords**

# *Module 2*

## **Getting Started**

# Accessing WebEOC

<http://www.nd.gov/des/>

The WebEOC link is located on the Department of Emergency Services Website

North Dakota Department of Emergency Services - Windows Internet Explorer

nd.gov http://www.nd.gov/des/

File Edit View Favorites Tools Help

nd.gov North Dakota Department of Emergency Services

North Dakota nd.gov Official Portal for North Dakota State Government

Department of Emergency Services  
"Awareness, Preparedness, Prevention and Response"

BEVERE  
HIGH  
ELEVATED  
GUARDED  
LOW

SEARCH:  GO

Home  
About DES  
Homeland Security  
Information  
Documents  
Reports  
Local Resources  
Useful Links  
Training  
State Radio

PO Box 5511  
Bismarck, ND 58506  
701.328.8100 - phone  
701.328.8181 - fax

North Dakota Department of Emergency Services

The genesis of the emergency management component of N.D. Department of Emergency Services can be traced to the Civil Defense Act of 1951. The statewide communications function was established in 1967 through formation of State Radio Communications. The N.D. Division of Emergency Management and State Radio Communications were combined in 2003 to establish an integrated State Operations Center. Two years later, action during the 59th Legislative Assembly of 2005 created the N.D. Department of Emergency Services (NDDES) comprised of the Division of Homeland Security and the Division of State Radio Communications.

Culminating in 1979 with the creation of the Federal Emergency Management Agency (FEMA), emphasis changed from nuclear preparedness to coordinating natural disaster preparedness, mitigation, response and recovery activities. In addition to its disaster and statewide emergency communications roles, the NDDES maintains homeland security responsibilities. NDDES operates in a dynamic environment that encompasses an increasing number of natural disasters, prevention activities to deal with continuously evolving security threats and the ever present need to improve state infrastructure to provide interoperable communications resulting in efficient, reliable public safety services. Its mission is to conduct planning, coordination, communications and operations for the safety and security of all North Dakota citizens.

The Adjutant General, MG David Sprynczynatyk, serves as Director and is Chairman of the Department of Emergency Services Advisory Committee (DESAC) charged to provide direction and guidance in policy formation. Its members represent major customer and stakeholder constituencies that include local and state law enforcement, public health, emergency medical services, city and county government, local fire services, local emergency management, private enterprise, information technology and statewide 9-1-1 services.

[Fire Danger Information](#)  
[Chemical Facilities Anti-Terrorism Standards \(CFATS\)](#)  
[WEB EOC Login](#)

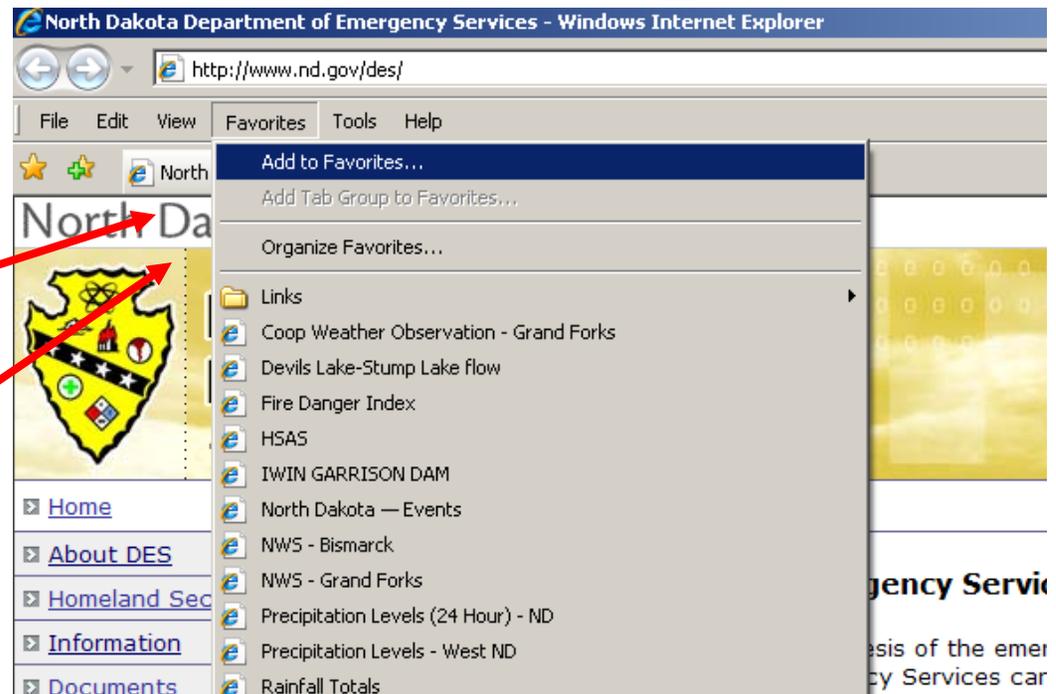
Disclaimer Privacy Policy

start | Internet | 100% | 11:33 AM

# Adding to Favorites

Click “Favorites” and a drop down menu will appear.

Click “Add to Favorites”



# Adding to Favorites (cont)

North Dakota State Government

## Department of Emergency Services

"Awareness, Preparedness, Prevention and Response"

SEVERE  
HIGH  
ELEVATED  
GUARDED  
LOW

North Dakota Department of Emergency Services

Division of Homeland Security and the Division of State

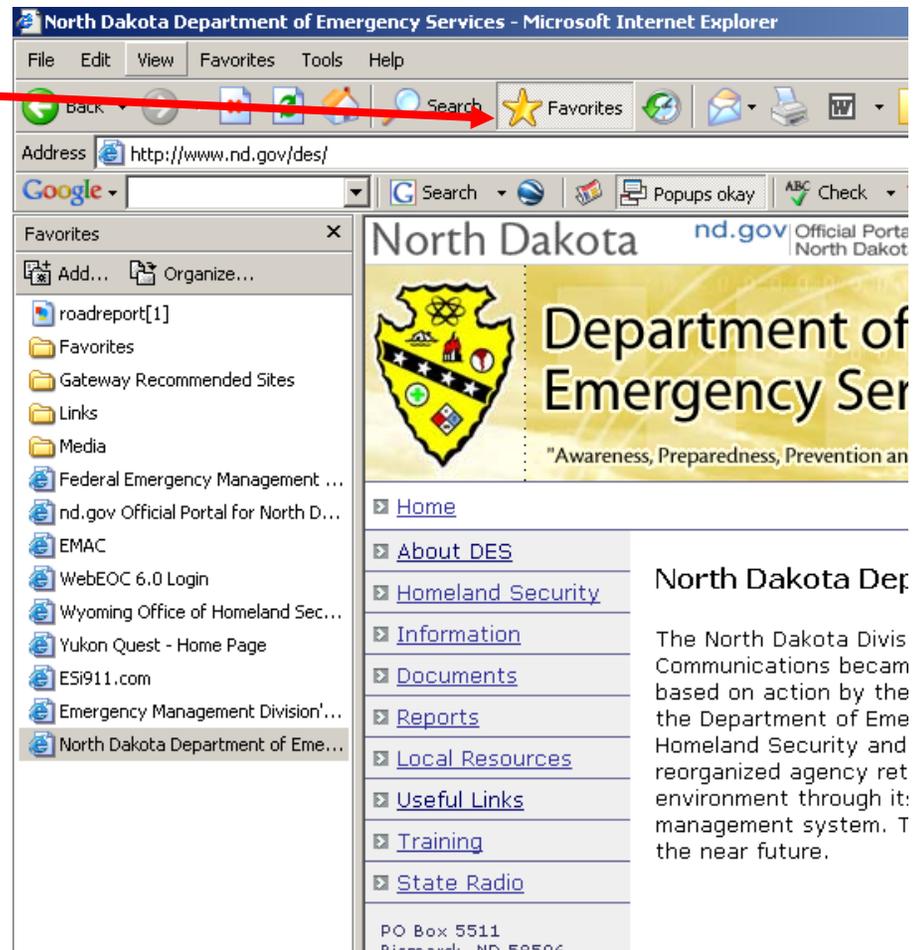
Culminating in 1979 with the creation of the Federal En

ent componen  
e Civil Defense  
d in 1967 throu  
ergency Mana  
to establish an  
he 59th Legisla  
ncy Services (N

Click "Add"  
and this website is  
added to your  
favorites

# Opening Favorites

Click “Favorites” to display your favorites



# Setting your Home Page

Click "Tools"

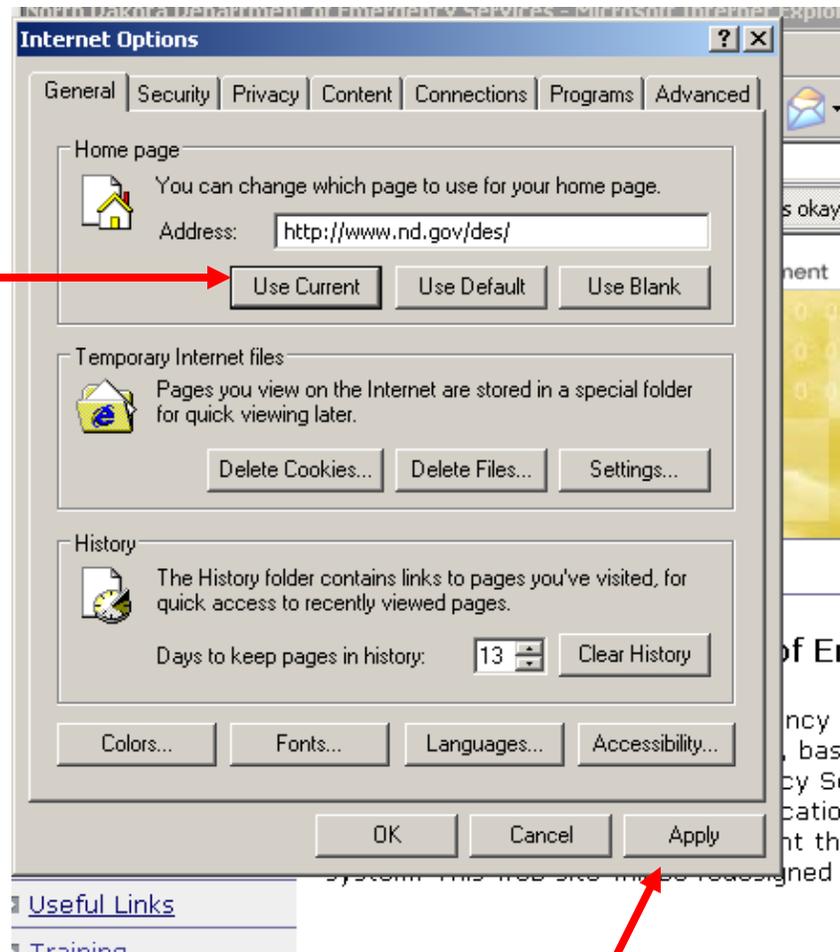
Click "Internet Options"



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "North Dakota Department of Emergency Services - Microsoft Internet Explorer". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, showing options: Mail and News, Pop-up Blocker, Manage Add-ons..., Synchronize..., Windows Update, Windows Messenger, Reset Web Settings..., and Internet Options... (highlighted). The address bar shows "http://www.nd.gov". The main content area displays the North Dakota Department of Emergency Services logo and the text "Department of Emergency Services" and "Awareness, Preparedness, Prevention and Response". A navigation menu on the left includes links for Home, About DES, Homeland Security, and Information. The right side of the page shows the beginning of the text "North Dakota Department of Emer" and "The North Dakota Division of Emergency Man. Emergency Services on July 1, 2005, based o".

# Setting your Home Page (cont)

Click "Use Current"



Click "Apply"

# WebEOC Login

The screenshot shows a Windows Internet Explorer browser window displaying the North Dakota Department of Emergency Services website. The browser's address bar shows the URL <http://www.nd.gov/des/>. The website header includes the North Dakota state seal and the text "North Dakota Department of Emergency Services" with the tagline "Awareness, Preparedness, Prevention and Response". A navigation menu on the left lists links such as Home, About DES, Homeland Security, Information, Documents, Reports, Local Resources, Useful Links, Training, and State Radio. The main content area is titled "North Dakota Department of Emergency Services" and features a photograph of a building. To the right of the photo is a paragraph of text describing the department's history and mission. Below this text are three links: "Fire Danger Information", "Chemical Facilities Anti-Terrorism Standards (CFATS)", and "WEB EOC Login". A red arrow points to the "WEB EOC Login" link. At the bottom of the page, there are links for "Disclaimer" and "Privacy Policy". The Windows taskbar at the bottom shows several open applications, including "Inbox - Microsoft Out...", "WebEOC Instructions", "Microsoft PowerPoint...", "North Dakota Depart...", and "untitled - Paint". The system clock shows the time as 11:33 AM.

Click "Here"

# WebEOC Login Screen

Enter Your User Name  
Example Rolette County EM

Enter Your Password

Click OK



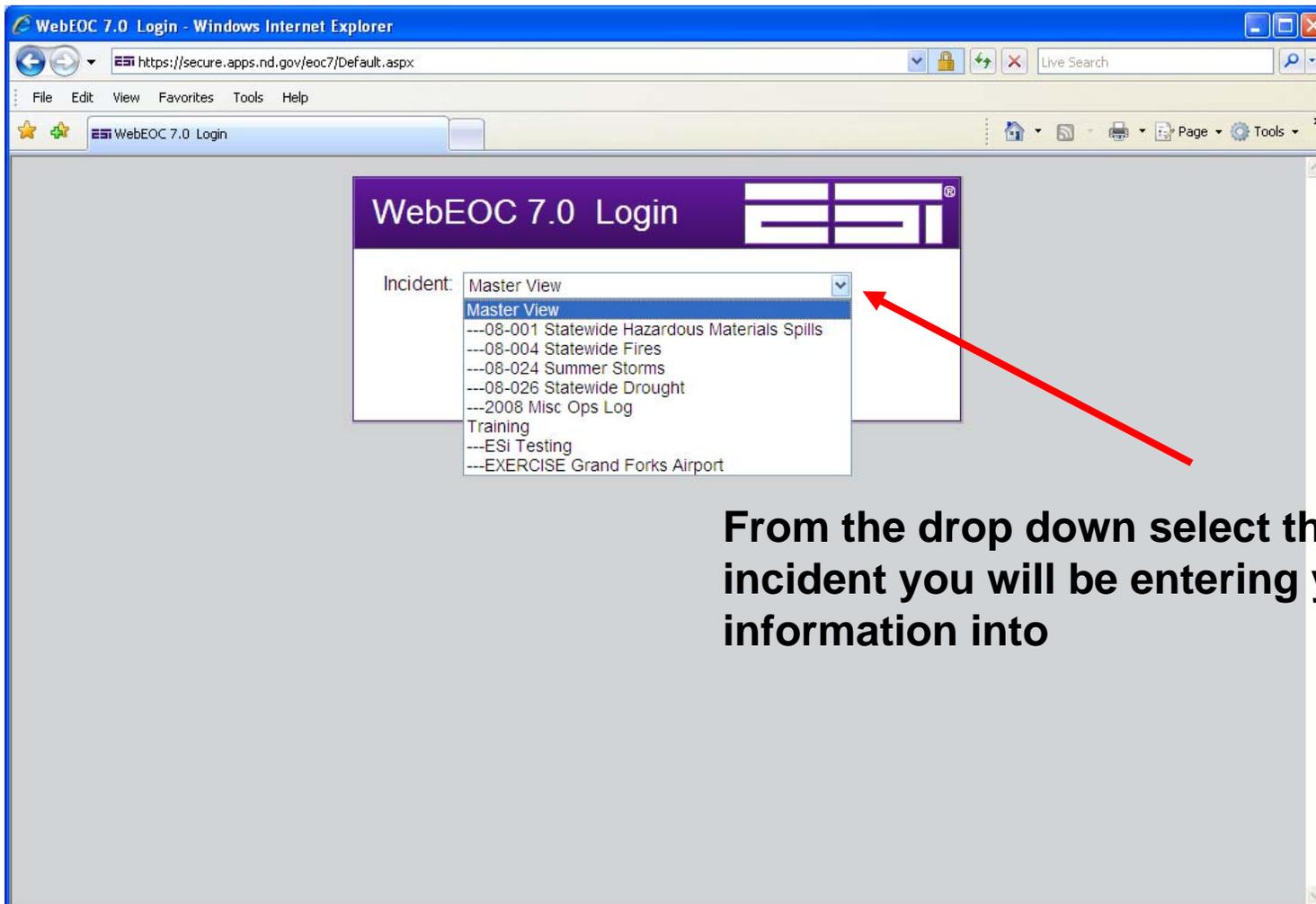
The screenshot shows the WebEOC 7.0 Login interface. It features a purple header with the text 'WebEOC 7.0 Login' and a logo on the right. Below the header, there are two input fields: 'User:' containing 'Rolette County EM' and 'Password:' containing seven black dots. A blue 'OK' button is positioned below the password field. At the bottom of the form, there are two links: 'New User? Click here to create an account.' and 'Forqot Username/Password?'. Three red arrows point from the text annotations on the left to the respective input fields and the OK button.

User:

Password:

- [New User? Click here to create an account.](#)
- [Forqot Username/Password?](#)

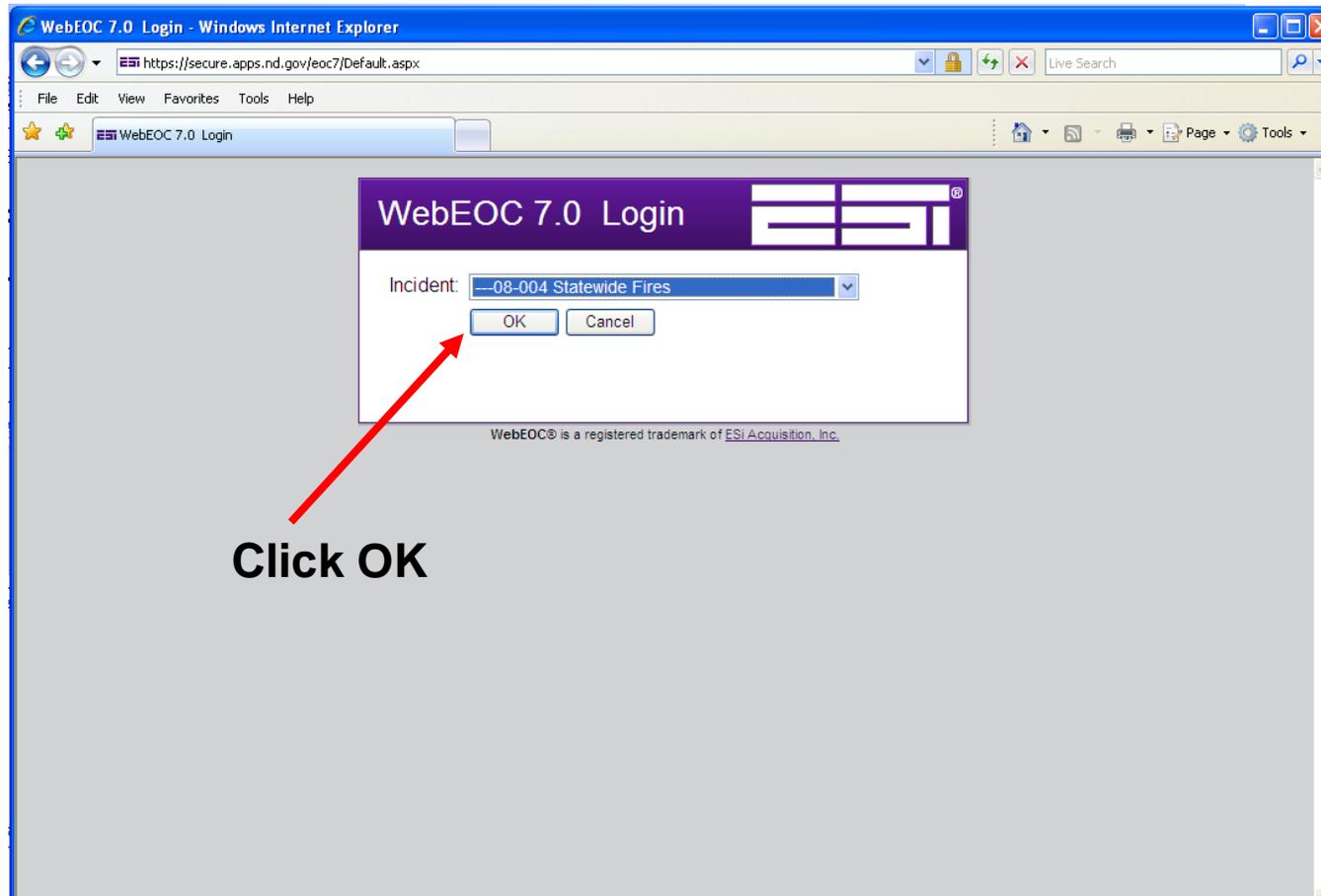
# Selecting an Incident



The screenshot shows a Windows Internet Explorer browser window titled "WebEOC 7.0 Login". The address bar displays "https://secure.apps.nd.gov/eoc7/Default.aspx". The page content includes a purple header with "WebEOC 7.0 Login" and a logo. Below the header, there is a form with a label "Incident:" and a dropdown menu. The dropdown menu is open, showing a list of incident categories: "Master View", "---08-001 Statewide Hazardous Materials Spills", "---08-004 Statewide Fires", "---08-024 Summer Storms", "---08-026 Statewide Drought", "---2008 Misc Ops Log", "Training", "---ESi Testing", and "---EXERCISE Grand Forks Airport". A red arrow points to the "Master View" option in the dropdown menu.

From the drop down select the incident you will be entering your information into

# Selecting an Incident Continued



# Additional Login

WebEOC 7.0 Login - Windows Internet Explorer  
https://secure.apps.nd.gov/eoc7/Default.aspx

File Edit View Favorites Tools Help

WebEOC 7.0 Login

**WebEOC 7.0 Login** 

Additional Login Information

Name:  Required field

Location:

Phone Number:

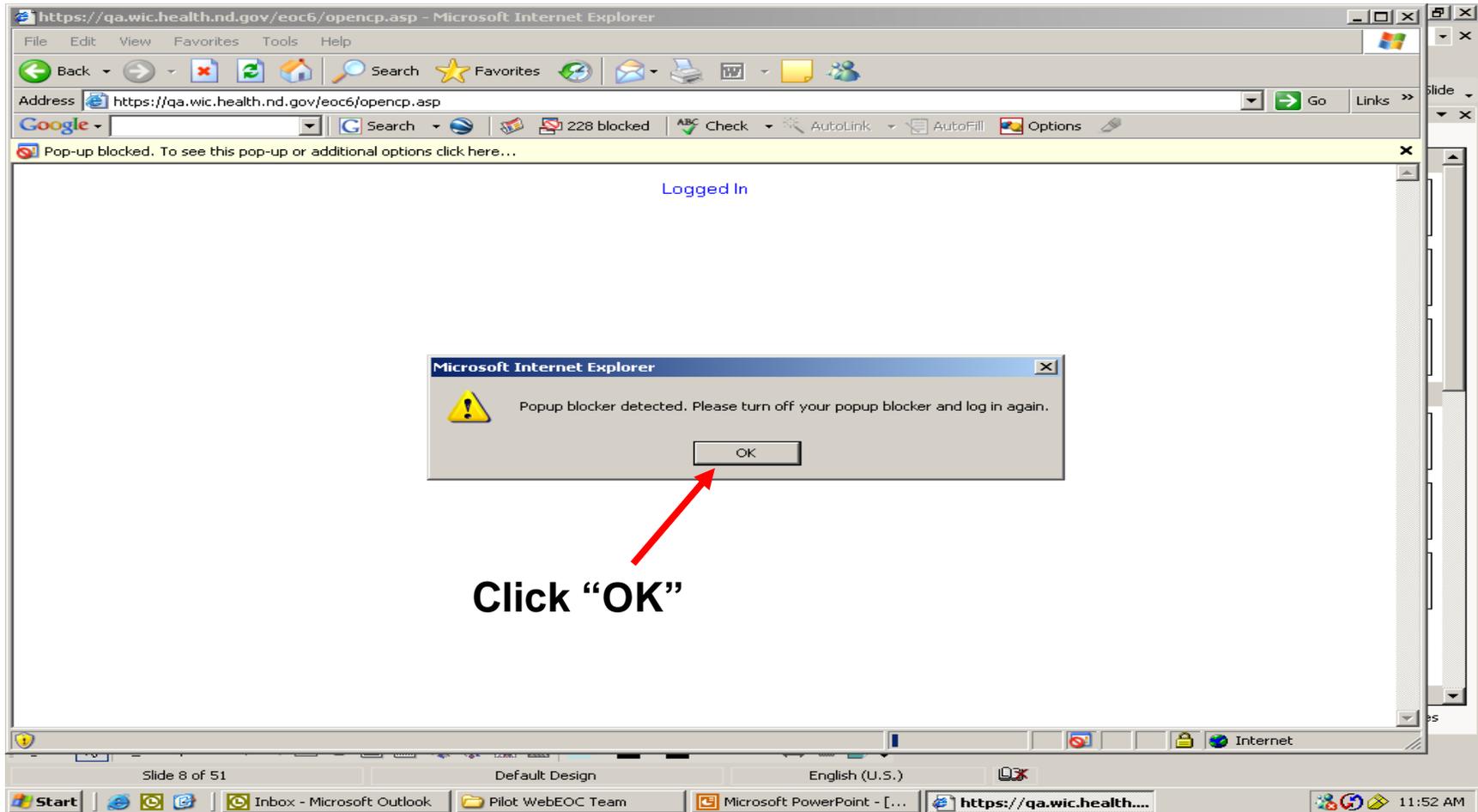
Email:

Comments:

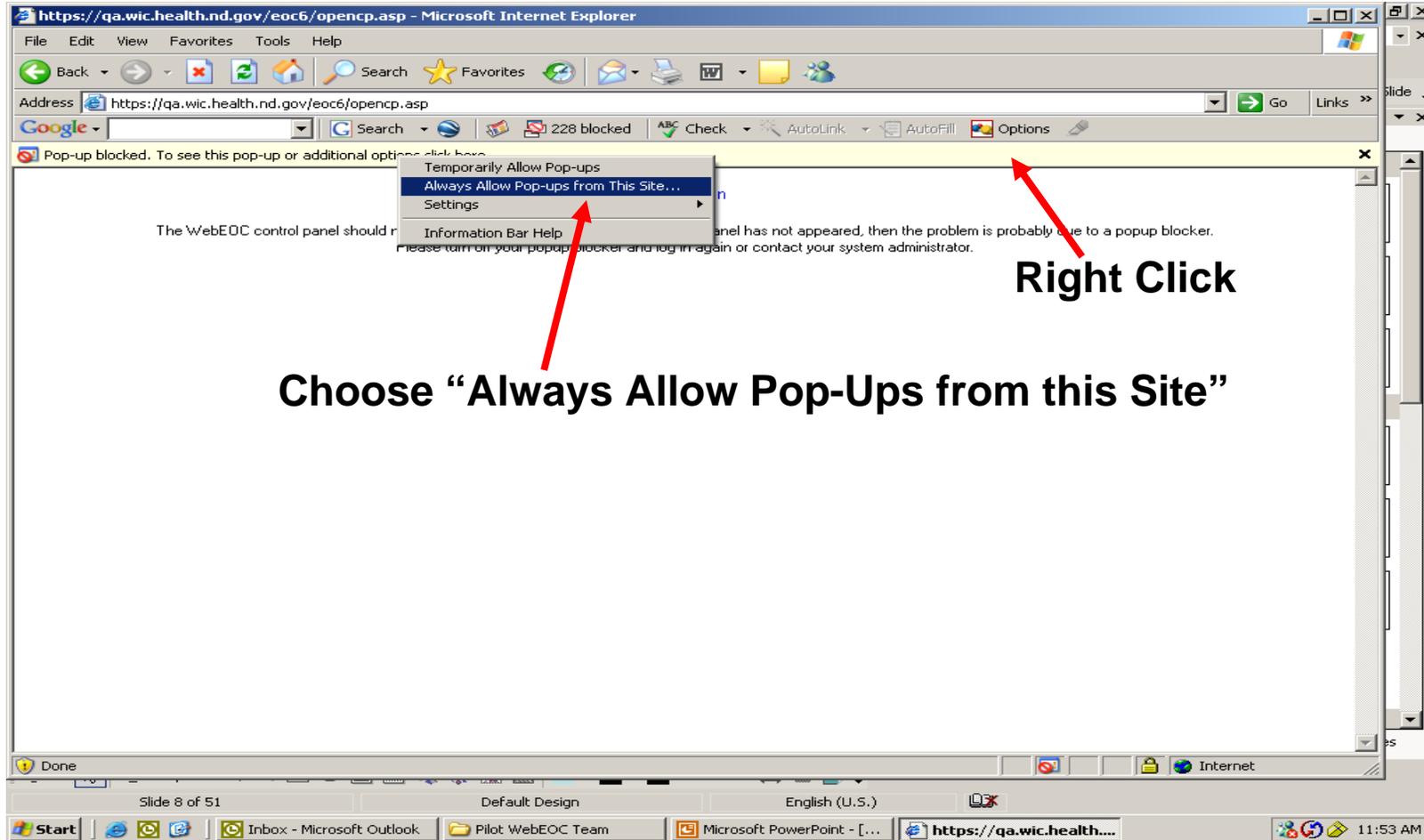
WebEOC® is a registered trademark of ESI Acquisition, Inc.

**This is a required field**

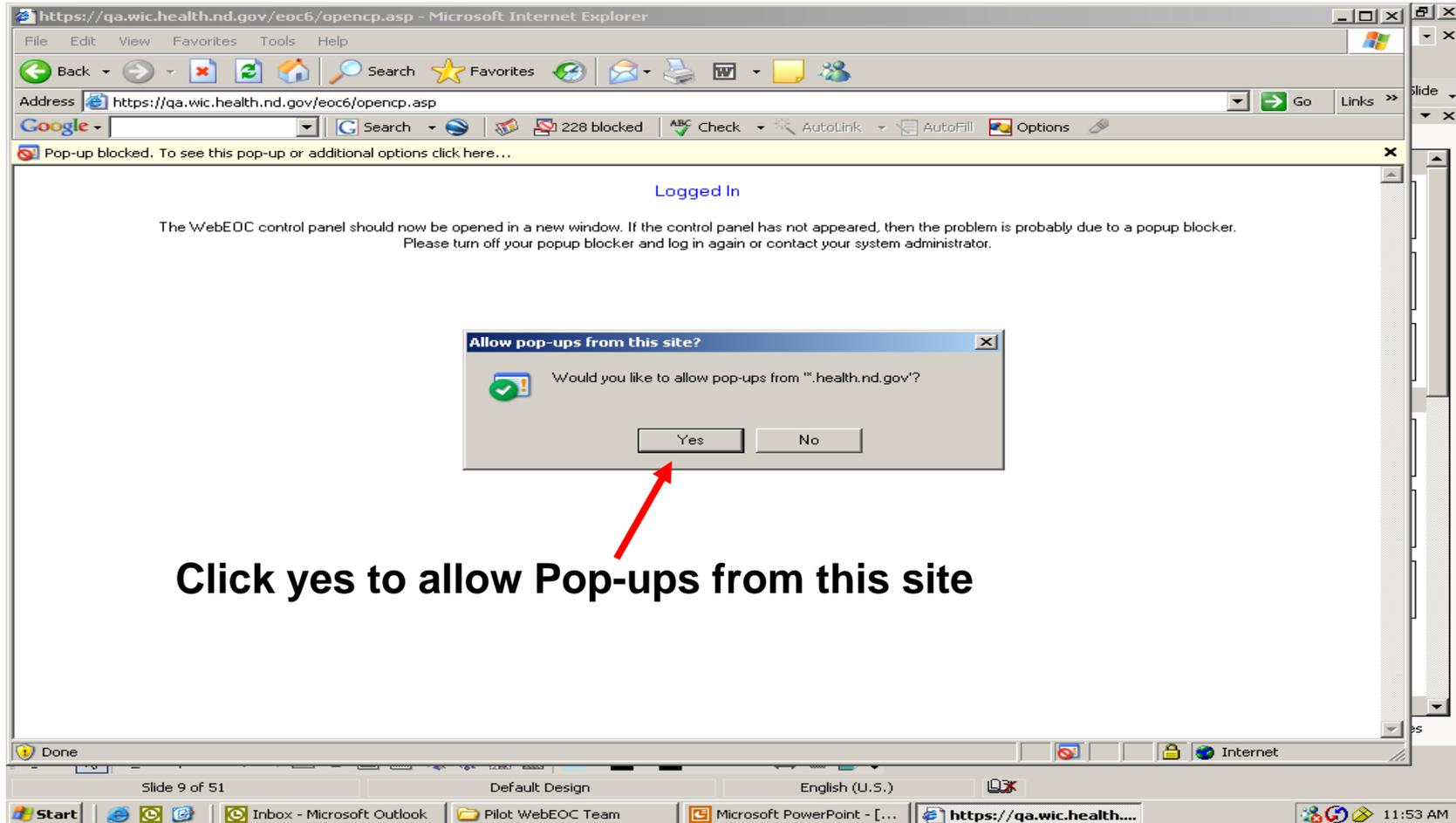
# Pop-Up Blocker



# Turning Off Pop-Up Blocker



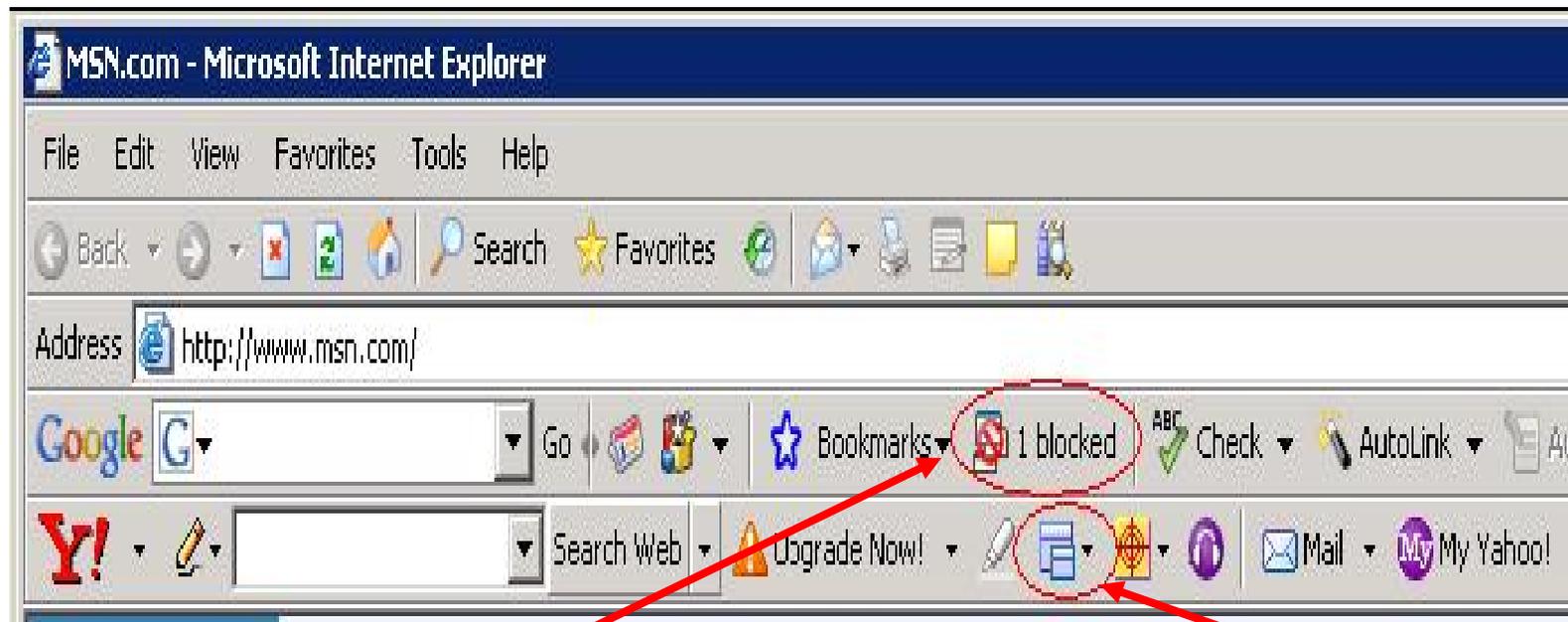
# Turning Off Pop-Up Blocker (cont)



The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL <https://qa.wic.health.nd.gov/eoc6/opencp.asp>. A yellow notification bar at the top of the page content area reads "Pop-up blocked. To see this pop-up or additional options click here...". Below this, the page content says "Logged In" and "The WebEOC control panel should now be opened in a new window. If the control panel has not appeared, then the problem is probably due to a popup blocker. Please turn off your popup blocker and log in again or contact your system administrator." A dialog box titled "Allow pop-ups from this site?" is centered on the screen. It contains a green checkmark icon and the text "Would you like to allow pop-ups from 'qa.wic.health.nd.gov'?". There are two buttons: "Yes" and "No". A red arrow points from the text below to the "Yes" button. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:53 AM.

Click yes to allow Pop-ups from this site

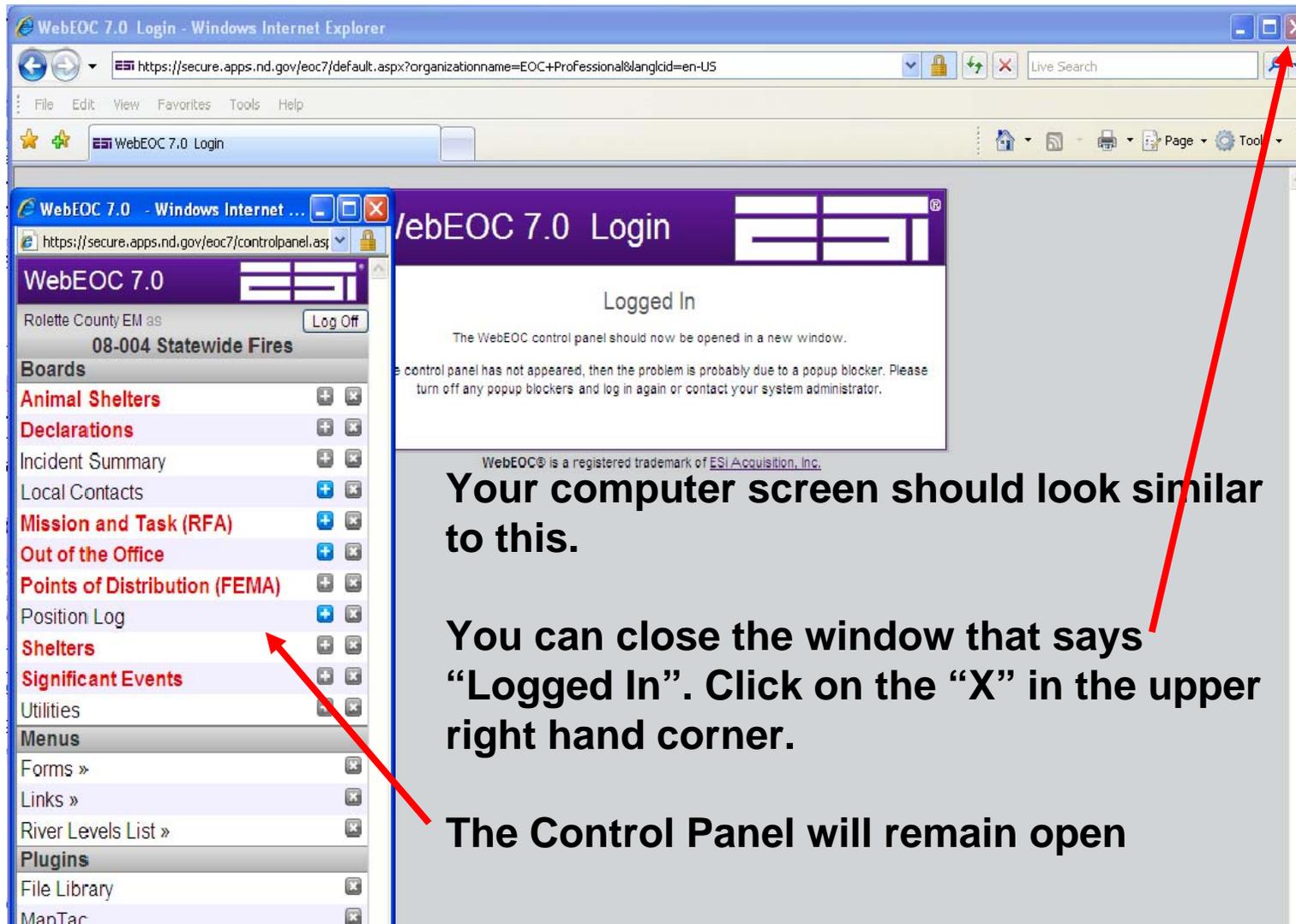
If you have a **Google** or **Yahoo** tool bar you will need to allow pop ups on both tool bars.



**Click here to allow  
pop-ups in Google**

**Click here to allow  
pop-ups in Yahoo**

# Closing Unnecessary Windows



WebEOC 7.0 Login - Windows Internet Explorer

https://secure.apps.nd.gov/eoc7/default.aspx?organizationname=EOC+Professional&langid=en-US

File Edit View Favorites Tools Help

WebEOC 7.0 Login

WebEOC 7.0 Login

Logged In

The WebEOC control panel should now be opened in a new window.

If the control panel has not appeared, then the problem is probably due to a popup blocker. Please turn off any popup blockers and log in again or contact your system administrator.

WebEOC® is a registered trademark of ESI Acquisition, Inc.

**Your computer screen should look similar to this.**

**You can close the window that says "Logged In". Click on the "X" in the upper right hand corner.**

**The Control Panel will remain open**

WebEOC 7.0

Rolette County EM as

08-004 Statewide Fires

**Boards**

- Animal Shelters
- Declarations
- Incident Summary
- Local Contacts
- Mission and Task (RFA)
- Out of the Office
- Points of Distribution (FEMA)
- Position Log
- Shelters
- Significant Events
- Utilities

**Menus**

- Forms »
- Links »
- River Levels List »

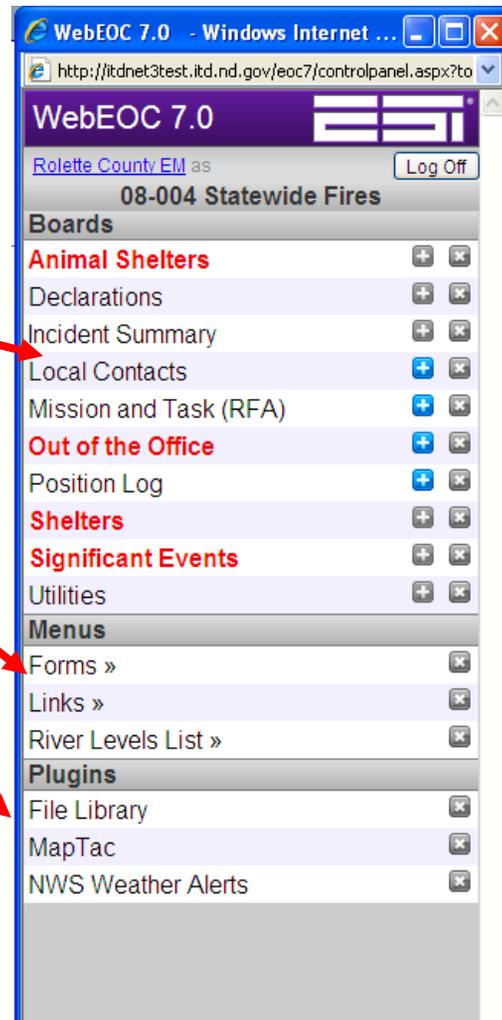
**Plugins**

- File Library
- MapTac

# Typical Control Panel

Control panel items are categorized by type

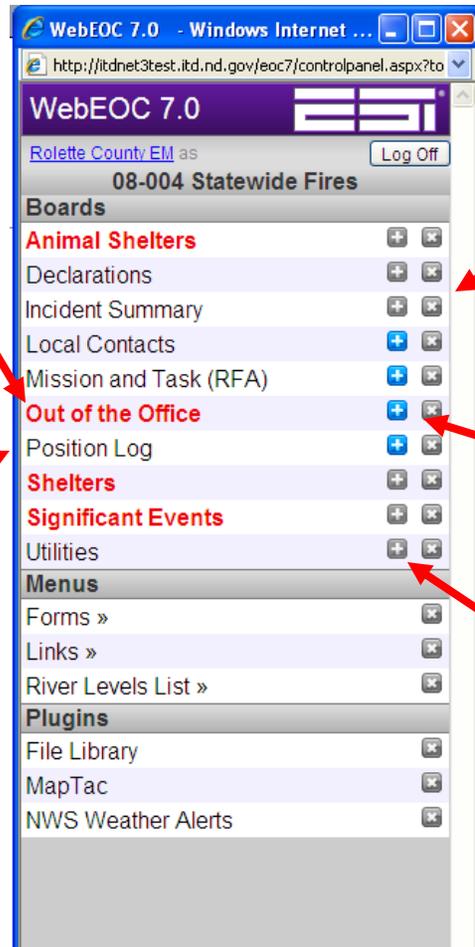
- **Boards**
- **Menus**
- **Plugins**



# Control Panel Functions

Board name turns red and bold to indicate new information

Click on the board name to view entries/info



Boards that are currently open are represented by a Red X

Click the blue + to enter new information

The gray + represents view-only access

# ***Module 3***

# **Status Boards**

# Position Log

- **Allows users to document actions taken during an incident.**
- **The position log is visible to users sharing the same username.**
- **Information is sent to the State Emergency Operations Center by checking the “Significant Events” box.**

# Sample Position Log

Position Log Ops - Windows Internet Explorer

http://itdnet3test.itd.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=2&tableid=129&viewid=297&displayviewid=298&label=

Entry Sort Filter

New Record

Save Spell Check Cancel Retrieve Record

Data Links

Post to Significant Events

SELECT INCIDENT

Name Geneva

Originator Rolette County EM

Date/Time 5/2/2008 14:03:58

Event Type

Remarks

INCLUDE THE FOLLOWING INFORMATION (if applicable):

major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Priority

Attachment Browse...

Attachment Browse...

Attachment Browse...

Attachment Browse...

Save

The Position Log has a Save button on the bottom so you can use either Save button.

# Selecting Date and Time

Position Log Ops - Windows Internet Explorer  
https://secure.apps.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=1&tableid=129&viewid=297&displayviewid=z

Entry Sort Filter

New Record  
Save Spell Check Cancel Retrieve Record

Data Links

Post to Significant Events

**SELECT INCIDENT**

Name Geneva

Originator Rolette County EM

Date/Time 5/23/2008 12:57:55

Event Type

Remarks  
*INCLUDE THE FOLLOWING INFORMATION (if applicable):*  
major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Priority

Attachment Internet 100% Browse...

Attachment Browse...

Attachment Browse...

If you need to change the date you can do so by clicking the calendar or simply by typing the date and time

Calendar drop down

# Selecting Event Type

Position Log Ops - Windows Internet Explorer

https://secure.apps.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=1&tableid=129&viewid=297&displayviewid=298&label=Position+Log&p

Entry Sort Filter

Data Links

Post to Significant Events

**SELECT INCIDENT**

Name Geneva

Originator Rolette County EM

Date/Time 5/23/2008 13:13:50

Event Type 

Remarks

*INCLUDE THE FOLLOWING INFORMATION (if applicable):*

*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*

- Amber Alert
- Animal Health
- Bomb Threat
- Civil Disorder
- Dam Failure
- Downed Aircraft
- Drought
- Duty Officer
- EMAC Request
- Exercise
- Explosion
- Fire
- Flood
- Hazardous Materials
- Hostage
- Mass Casualty
- Missing Aircraft
- Missing Person
- National Security

Priority

Attachment

Attachment

Browse...

Browse

Click the drop down to select Event Type

# Sample Position Log Entry

Save Spell Check Cancel

Data Links

Post to Significant Events Active

SELE

Name Geneva

Originator Rolette County EM

Date/Time 05/23/2008 13:18:18

Event Type Fire

Remarks

*INCLUDE THE FOLLOWING INFORMATION (if applicable):*

A grass fire was reported north of town fire depts from Rolla responded. Fire was put out and fire dept back to station and approximately 40 acres burned

*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*

Priority

Attachment Browse...

Attachment Browse...

Attachment Browse...

Attachment Browse...

Save

To save click either save button

# Position Log (pushing to the Significant Events)

Position Log Ops - Windows Internet Explorer

https://secure.apps.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=1&tableid=129&viewid=297&displayviewid=298&label=Position+Log&ppid:

Entry Sort Filter

New Record

Save Spell Check Cancel Retrieve Record

Data Links

Post to Significant Events

SELECT INCIDENT

Name Geneva

Originator Rolette County EM

Date/Time 5/23/2008 13:18:18

Event Type Fire

Remarks A grass fire was reported north of town fire depts from Rolla responded. Fire was put out and fire dept back to station and approximately 40 acres burned

*INCLUDE THE FOLLOWING INFORMATION (if applicable):*

major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Windows Internet Explorer

Post to Significant Events?

OK Cancel

Select **OK** to send the information to the State Emergency Operations Center or **Cancel** to keep the information at a local level

# Position Log – Attaching a Document

Save Spell Check Cancel

Data Links

Post to Significant Events Active

Name Geneva

Originator Rolette County EM

Date/Time 05/23/2008 13:18:18

Event Type Fire

Remarks

*INCLUDE THE FOLLOWING INFORMATION (if applicable):*

*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*

A grass fire was reported north of town fire depts from Rolla responded. Fire was put out and fire dept back to station and approximately 40 acres burned

Priority

Attachment Browse...

Attachment Browse...

Attachment Browse...

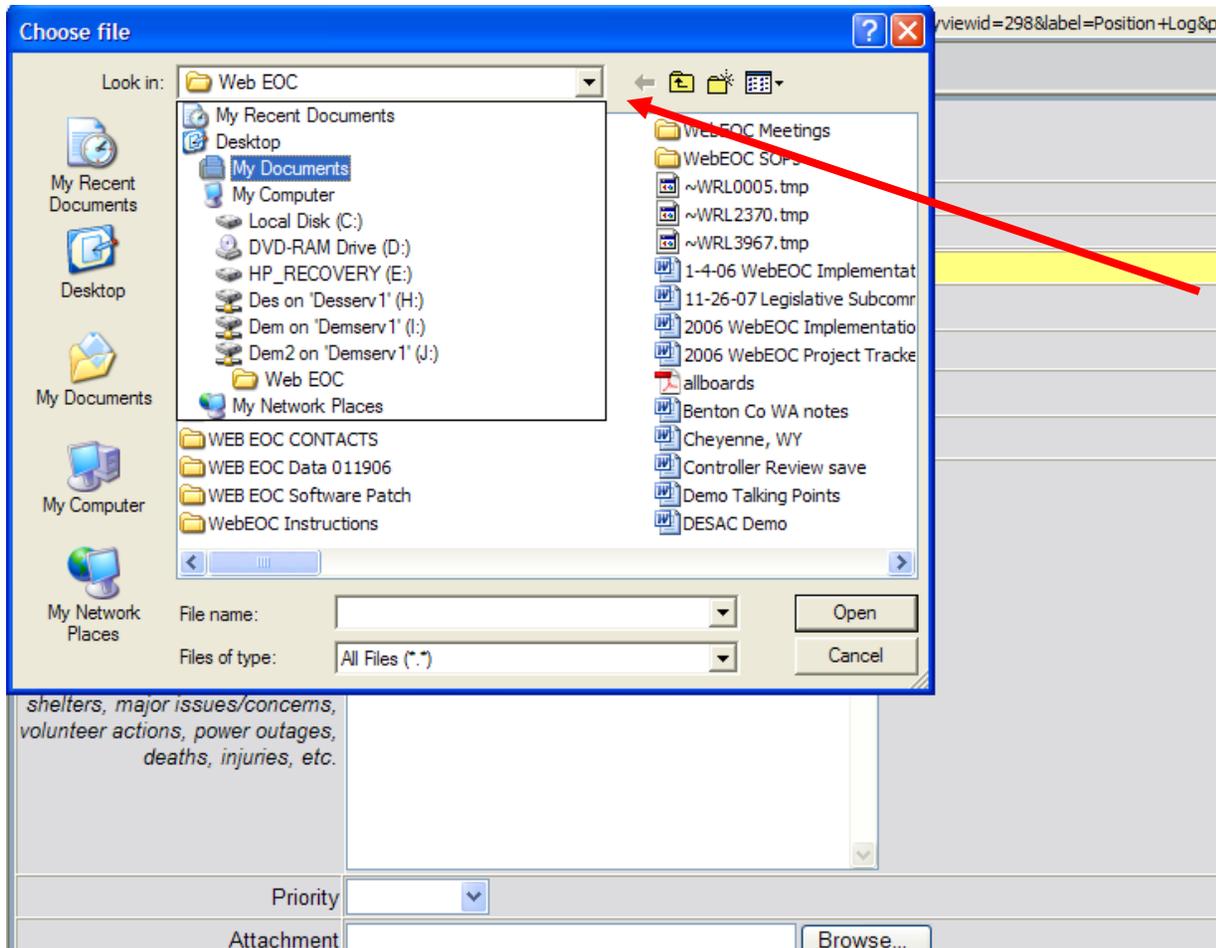
Attachment Browse...

Save

To attach a document (ex. incident card, worksheet, etc), click on **“Browse”**.

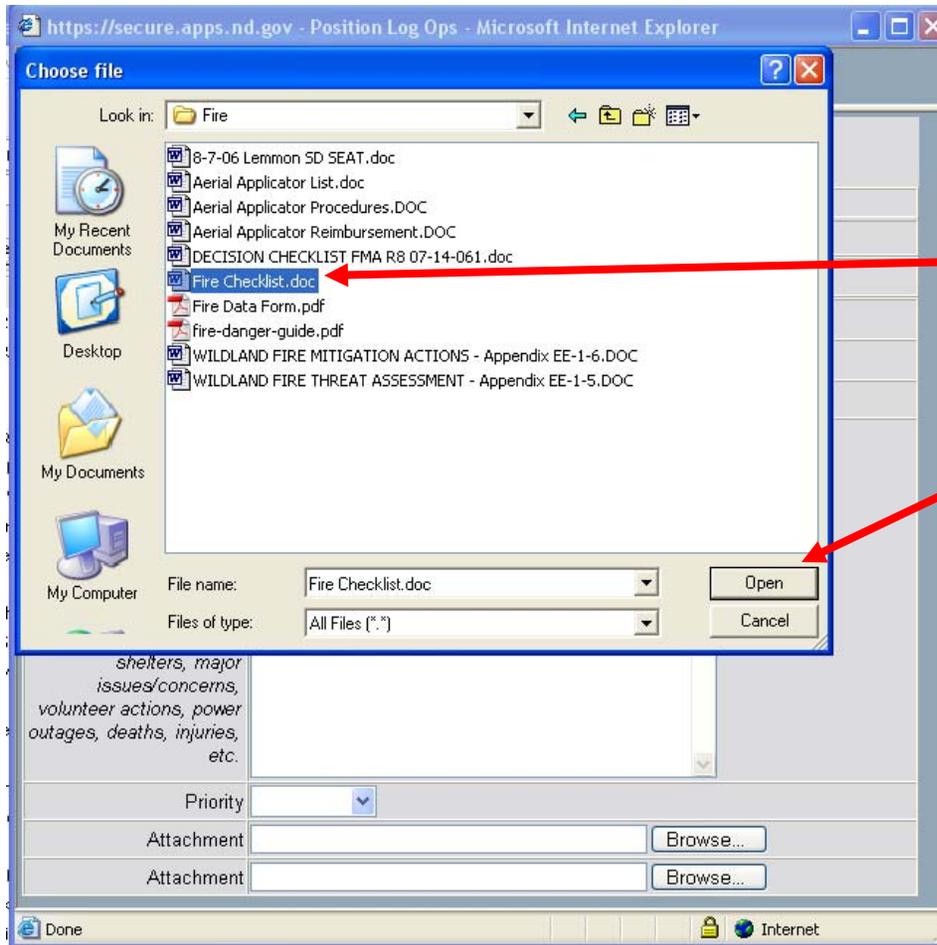
**NOTE:** you can attach up to four documents or photos

# Position Log – Attaching a Document (cont)



**Click on the drop-down menu to select location where document is saved (ex. desktop, hard-drive, server, etc)**

# Position Log – Attaching a Document (cont)



Select the appropriate document and click on "Open".

# Position Log – Attaching a Document (cont)

Save Spell Check Cancel

Data Links

Post to Significant Events Active

SELECT INCIDENT

Name Geneva

Originator Rolette County EM

Date/Time 05/23/2008 13:18:18

Event Type Fire

Remarks  
*INCLUDE THE FOLLOWING INFORMATION (if applicable):*  
A grass fire was reported north of town fire depts from Rolla responded. Fire was put out and fire dept back to station and approximately 40 acres burned  
*major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.*

Priority

Attachment J:\OPERATIONS and PLANNING\OPERATION Browse...

Attachment Browse...

Attachment Browse...

Attachment Browse...

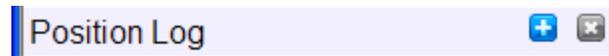
Save

The file path name will appear.

Click on either one of the "Save" buttons

# Making a Position Log Entry

- Click blue **+** button to open the Position Log screen



- Name (of the person that is making the entry will automatically populate or can be changed)
- Date and time (will automatically or can be edited)
- Event Type (select from drop-down menu)
- Remarks (enter the incident information)
- If you have an attachment do that now
- Click **Save** to add the record to the Position Log
- After clicking save you will get a pop up asking “is this a significant event” **OK** (means yes which will push the information to the state) or **Cancel** (means no)”

# Significant Events

- Allows the State Emergency Operations Center to post critical information regarding an incident to the Significant Events Board.
- Entries posted to the Significant Events Board can be viewed by all users who are logged into the incident or logged into Master View.
- The State Emergency Operations Center controls what information gets posted to the Significant Events Board

# Sample Significant Events Board

“Attachment” indicates this entry has an attachment and by clicking on the it you can view the attachment

Significant Events Display - Windows Internet Explorer  
https://secure.apps.nd.gov/eoc7/boards/board.aspx?tableid=125&viewid=1045&label=Significant+Events&filtereditemid=1045&viewfilters=&ppid=rptGroups\_ct00\_ucGr

08-004 Statewide Fires

State of North Dakota - Significant Events	
State Radio	05/22/08 at 1237 hrs GRASS FIRE 4 NORTH AND 6 1/2 EAST OF CARRINGTON CARRINGTON FIRE DEPT RESONDING
05/22/2008 14:16:18	Routine
Fire	08-004 Statewide Fires
Sheridan County EM	The Sheridan County Commission chairman has implemented a Fire Emergency and Burn Ban for Sheridan County. This is in effect when the North Dakota Rangeland Fire Index is in the Very High or Extreme Category and/or when a Red Flag Warning has been issued for Sheridan County.
05/22/2008 12:07:13	Routine
Fire	Attachment
Ward County EM	Fire officials, concerned over high winds and excessively dry conditions particularly in the North West areas of the county have recommended a re-imposition of the county burn ban. Carroll Erickson, Chair of the Ward County Commission, signed the Fire Emergency and Burn Ban Declaration this morning at 8:30 am.(a copy of the declaration is attached) Residents are to follow the activity guidelines for stage 2

<<<< Page 1 of 17  Disable Refresh >>>>

Done Internet 100%

# MISSION AND TASK (RFA)

- Allows users to submit requests for assistance to the State Emergency Operations Center (SEOC) through the request for assistance board.
- The following information must be included in the request; location needed, contact name/phone, quantity/size/details.
- Once the user clicks “Save”, the request for assistance is automatically routed to the SEOC for review.
- If approved, the request will be assigned and posted on the Mission/Task board this is how to track your Request for Assistance.

# Sample Request for Assistance

New Record	
Save	Spell Check
Cancel	Retrieve Record
Originator	Rolette County EM
Initial Date/Time	5/23/2008 13:55:26
Status	-Not Reviewed-
Priority	
Description	
Local Resources Exhausted? (to include mutual aid and private resources)	
Location Needed	
Quantity	
Size	
Contact Name and Phone Number	
Notes From Accepting Agency	
Time Assigned	5/23/2008 13:55:26
Time Due	5/23/2008 13:55:26
Time Completed	
Attachment	Browse...

**Complete the fields and click save. NOTE: clicking save automatically sends the request to the SEOC**

# Sample Request for Assistance

Always make sure you have exhausted all local resources

Mission and Task (RFA) Ops - Windows Internet Explorer  
https://secure.apps.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=2&tableid=228&viewid=569&displayviewid=572&label=Mission+and+Task+(RFA)&ppid=rptGroups\_ctl00\_ucGroup\_rpt\_ctl05

Entry Sort Filter

New Record

Save Spell Check Cancel Retrieve Record

Originator	Rolette County EM
Initial Date/Time	5/23/2008 14:00:32
Status	-Not Reviewed-
Priority	Immediate
Description	Need help with the fire north of town
Local Resources Exhausted? (to include mutual aid and private resources)	Yes
Location Needed	Rolla Fire Department
Quantity	8 Fire Fighters
Size	any
Contact Name and Phone Number	Mayor Bob 701-123-4567
Notes From Accepting Agency	
Time Assigned	5/23/2008 14:00:32
Time Due	5/23/2008 14:00:32
Time Completed	
Attachment	Browse...

# Enter Request for Assistance

- Click blue + button to open the Request for Assistance
- Enter the request
- Click Save

# Mission/Task

- Provides the ability to assign missions in the SEOC and monitor the status of tasks.
- Missions can be created, assigned and suspended based on date/time and prioritization category.
- Receiving agencies have the ability to accept or reject missions and add comments as appropriate.
- When the Mission/Task is assigned by the SEOC it appears on both the Task Originator's and Task Assignees Mission/Task board.

# Sample Mission/Task Board

Mission and Task (RFA) Display - Windows Internet Explorer

https://secure.apps.nd.gov/eoc7/boards/board.aspx?tableid=228&viewid=572&label=Mission+and+Task+(RFA)&filtereditemid=572&viewfilters=&ppid=rptGroups\_ct100\_uci

08-004 Statewide Fires

### Mission and Task (RFA)

Request No.	Originator Date/Time	Description/Notes	Assigned To Date/Time	Time Due/Completed	Status	Attachments	Edit
<a href="#">1058</a>	ND JOC	2 Blackhawks departed Bismarck enroute to Minot at 0925.	Section Lead	01/01/1900 00:00:00	Complete	/	Edit
	04/20/2008 09:29:00		Assigned To Adams County EM				
<a href="#">1055</a>	State Emergency Operations Center	Minot DOT district has one tanker assisting Minot RFD. Minot 1 Water Tanker	Section Lead	04/19/2008 19:03:39	Complete	/0	Edit
	04/19/2008 19:03:39		Assigned To DOT				
	State Emergency Operations Center	2 Blackhawks to assist with 4 four fires burning in the Minot area. Minot 2 Blackhawks Chris Weber, Minot Rural Fire Dispatch 720-3138 OR Alan Reynolds, Ward County EM, 626-2791 (C)	Section Lead	04/20/2008 21:32:00			
			Assigned To National Guard				

<<<< << Page 1  Disable Refresh >>

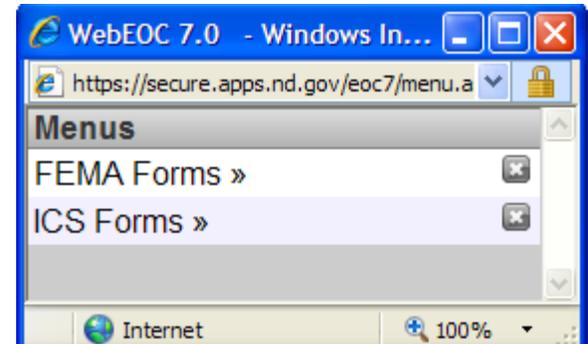
Done Internet 100%

# ***Module 4***

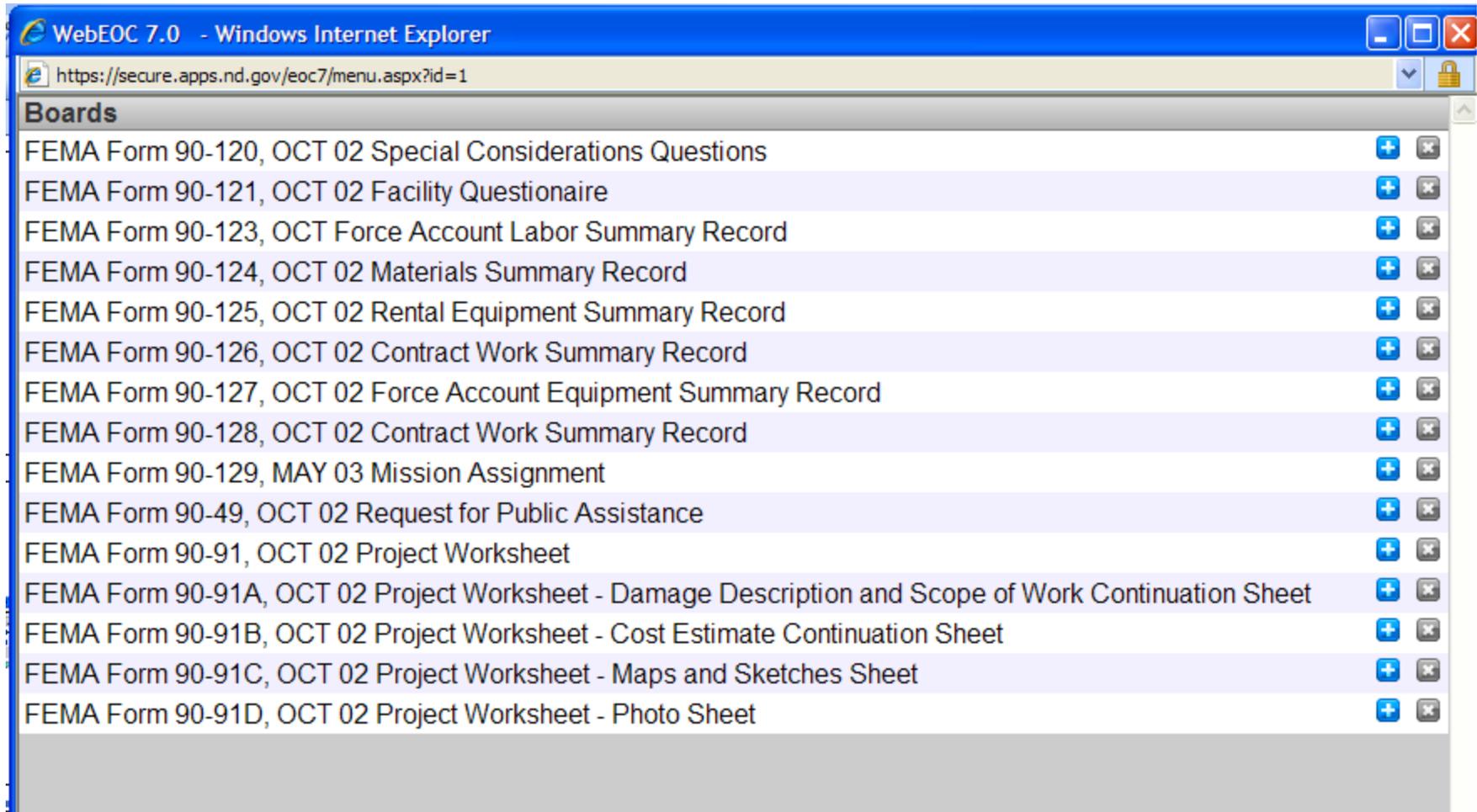
## **Forms**

# Forms

- WebEOC contains a suite of status boards patterned after FEMA and ICS forms.
- Preparing FEMA forms within WebEOC provides not only an electronic method of completion but aides in document retention because data contained within each form is saved to the database when the incident is archived.



# FEMA Forms



# ICS Forms

Boards	
ICS Situation Report	+ x
ICS 201 - Incident Briefing	+ x
ICS 202 - Incident Objectives	+ x
ICS 203 - Organizational Assignment List	+ x
ICS 204 - Division Assignment List	+ x
ICS 205 - Incident Radio Communications Plan	+ x
ICS 206 - Medical Plan	+ x
ICS 207 - Organizational Chart	+ x
ICS 209 - Incident Status Summary	+ x
ICS 211 - Incident Check-In List	+ x
ICS 213 - General Message	+ x
ICS 214 - Unit Log	+ x
ICS 215 - Operational Planning Worksheet	+ x
ICS 215a - Incident Action Plan Safety Analysis	+ x
ICS 216 - Radio Requirements Worksheet	+ x
ICS 218 - Support Vehicle Inventory	+ x
ICS 220 - Air Operations Summary	+ x
ICS 221 - Demobilization Checkout	+ x
ICS 224 - Crew Personnel Performance Rating	+ x
ICS 225 - Incident Personnel Performance Rating	+ x
ICS 230 - Daily Meeting Schedule	+ x

# ***Module 5***

## **Links and File Library**

# Links

Click on link



A screenshot of a Windows Internet Explorer browser window. The title bar reads 'WebEOC 7.0 - Windows Internet Explorer'. The address bar shows the URL 'https://secure.apps.nd.gov/eoc7/menu.aspx?id=5'. Below the address bar is a section titled 'Links' containing a list of 20 items: Bismarck NWS, CAMEO Chemicals, EMAC Website, Emergency Response Guidebook, Google Earth, Grand Forks Mapping and GIS, Grand Forks NWS, List of Lists, Living Disaster Recovery Planning System (LDRPS), Local and Tribal Emergency Managers, MapQuest, Meridian, ND Association of Rural Electric Cooperatives, ND Association of Telecommunications Cooperatives, ND GIS Hub, ND Road Report, River Watch, State Emergency Management Agency Website, U.S. Drought Monitor, and Yellow Book. The list items are displayed on a light blue background with alternating white rows.

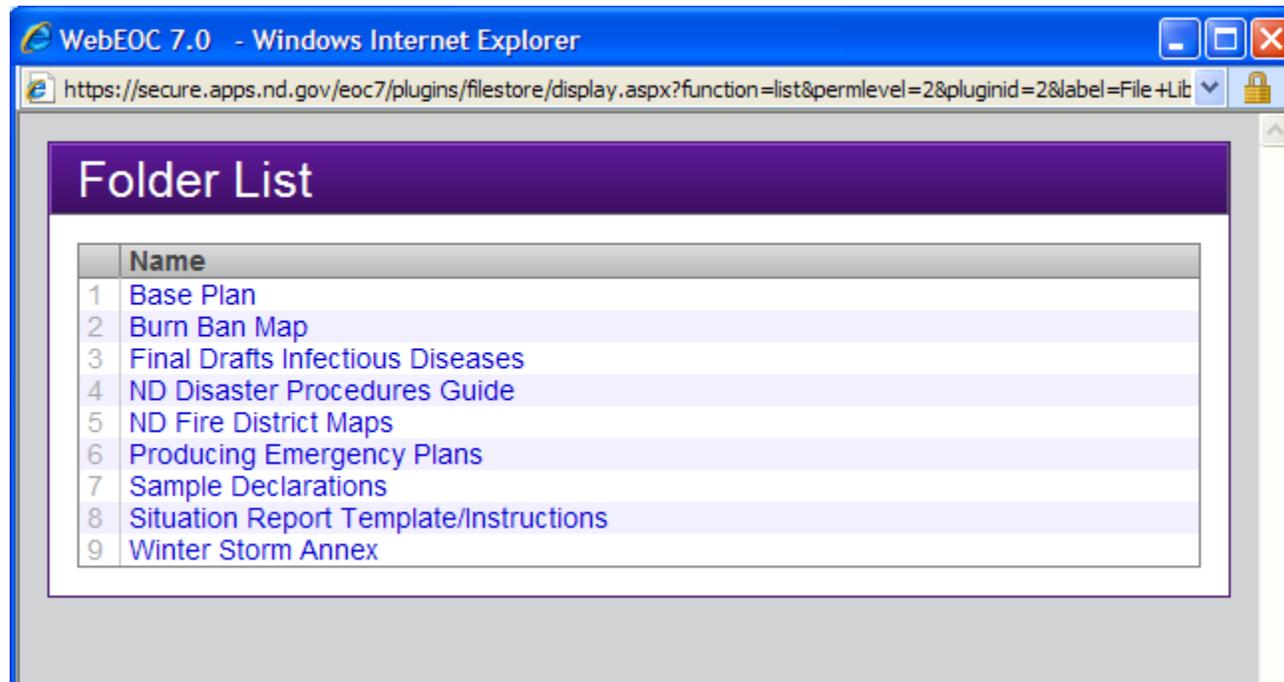
# Links (cont)

The screenshot shows the NOAA's National Weather Service website for Bismarck, ND. The browser window title is "NWS Bismarck, ND Home Page - Windows Internet Explorer". The address bar shows "http://www.crh.noaa.gov/bis/". The page header includes the NOAA logo, the text "NOAA's National Weather Service Weather Forecast Office", and "Bismarck, ND". A navigation menu contains "Home", "Site Map", "News", and "Organization". A search bar is present with "Search for:" and "Go" buttons. The main content area features "Top News of the Day" with a link to "2008 Skywarn Training Near You...only a few left" and a "Weather Story" link. Below this is a navigation bar with buttons for "Watches & Warnings", "Observations", "Forecast Graphics", "Rivers & Lakes", "Climate", and "Fire Weather". A map of the Bismarck area is displayed with a legend for "Wind Advisory" (orange), "Flood Watch" (green), and "Hazardous Weather Outlook" (yellow). The map shows various locations including Crosby, Bottineau, Rugby, Harvey, Beulah, Jamestown, Bismarck, Dickinson, Elgin, and Ashley. A sidebar on the left lists "Local forecast by 'City, St' or Zip Code" with a search box and "Go" button, and a "Current Hazards" section with links for "Watches / Warnings", "Outlooks", "U.S. Hazards", "Hurricane Info", "Storm Reports", "Submit Report", "EM Weather Brief", "Current Conditions", "Observations", "Satellite Images", "Rivers & Lakes AHPs", "Precip Estimate", "Snow Cover", "Weather Camera", "Road Report", and "Radar Imagery".

# File Library

- The File Library contains a constantly growing list of relevant documents including the ND Disaster Procedures Guide and Sample Declarations as well as other documents.

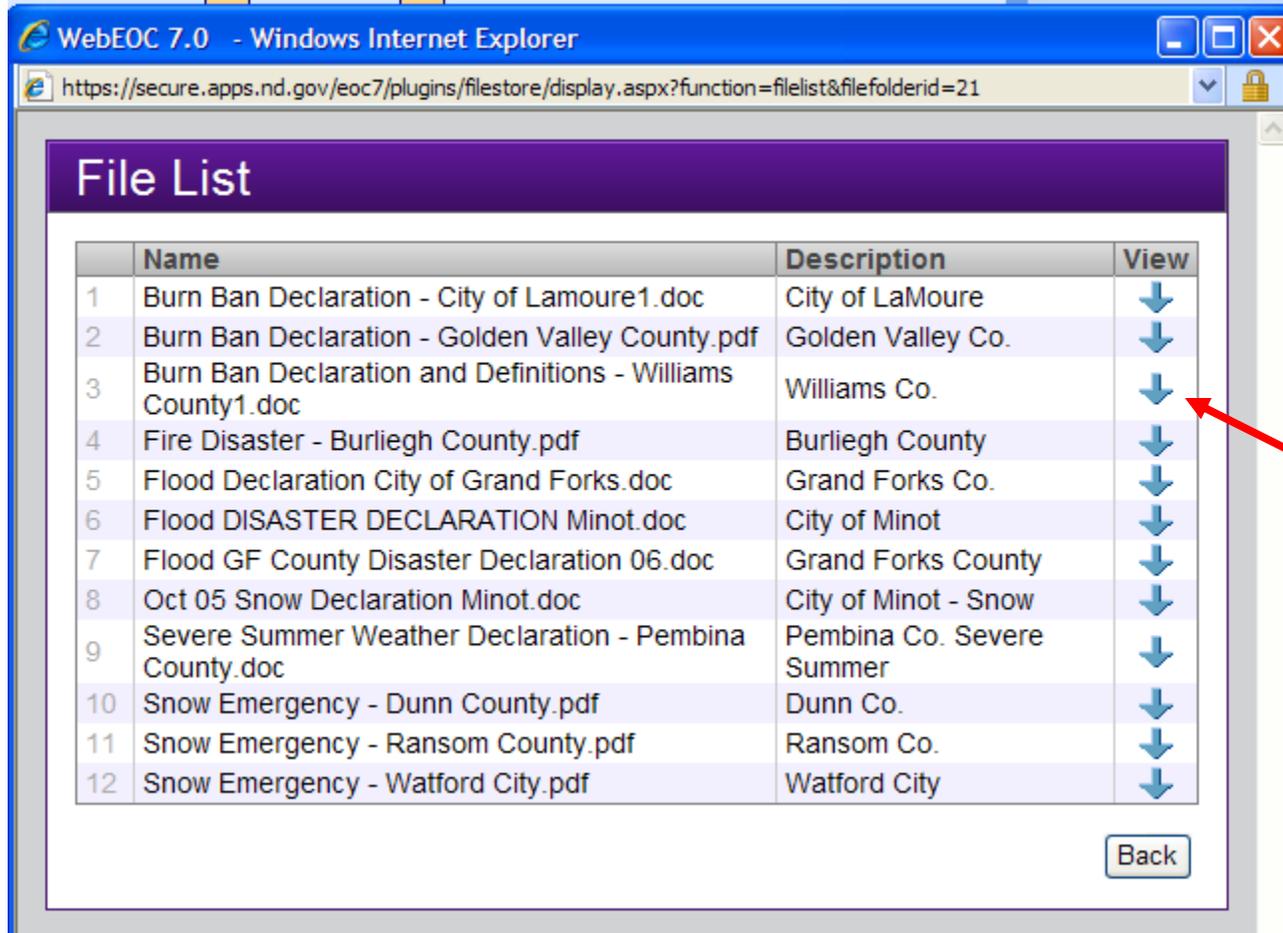
# File Library List



The screenshot shows a Windows Internet Explorer browser window titled 'WebEOC 7.0 - Windows Internet Explorer'. The address bar contains the URL: <https://secure.apps.nd.gov/eoc7/plugins/filestore/display.aspx?function=list&permlevel=2&pluginid=2&label=File+Lib>. The main content area features a purple header with the text 'Folder List'. Below the header is a table with a single column labeled 'Name' and nine rows of folder names, each preceded by a number from 1 to 9.

	Name
1	Base Plan
2	Burn Ban Map
3	Final Drafts Infectious Diseases
4	ND Disaster Procedures Guide
5	ND Fire District Maps
6	Producing Emergency Plans
7	Sample Declarations
8	Situation Report Template/Instructions
9	Winter Storm Annex

# Viewing a File



The screenshot shows a Windows Internet Explorer browser window titled "WebEOC 7.0 - Windows Internet Explorer". The address bar displays the URL: <https://secure.apps.nd.gov/eoc7/plugins/filestore/display.aspx?function=filelist&filefolderid=21>. The main content area is titled "File List" and contains a table with the following data:

	Name	Description	View
1	Burn Ban Declaration - City of Lamoure1.doc	City of LaMoure	↓
2	Burn Ban Declaration - Golden Valley County.pdf	Golden Valley Co.	↓
3	Burn Ban Declaration and Definitions - Williams County1.doc	Williams Co.	↓
4	Fire Disaster - Burleigh County.pdf	Burleigh County	↓
5	Flood Declaration City of Grand Forks.doc	Grand Forks Co.	↓
6	Flood DISASTER DECLARATION Minot.doc	City of Minot	↓
7	Flood GF County Disaster Declaration 06.doc	Grand Forks County	↓
8	Oct 05 Snow Declaration Minot.doc	City of Minot - Snow	↓
9	Severe Summer Weather Declaration - Pembina County.doc	Pembina Co. Severe Summer	↓
10	Snow Emergency - Dunn County.pdf	Dunn Co.	↓
11	Snow Emergency - Ransom County.pdf	Ransom Co.	↓
12	Snow Emergency - Watford City.pdf	Watford City	↓

At the bottom right of the table area, there is a "Back" button. A red arrow points from the text "Under view Click the Arrow and the document will open" to the "View" column of the table.

Under view  
Click the Arrow  
and the  
document will  
open

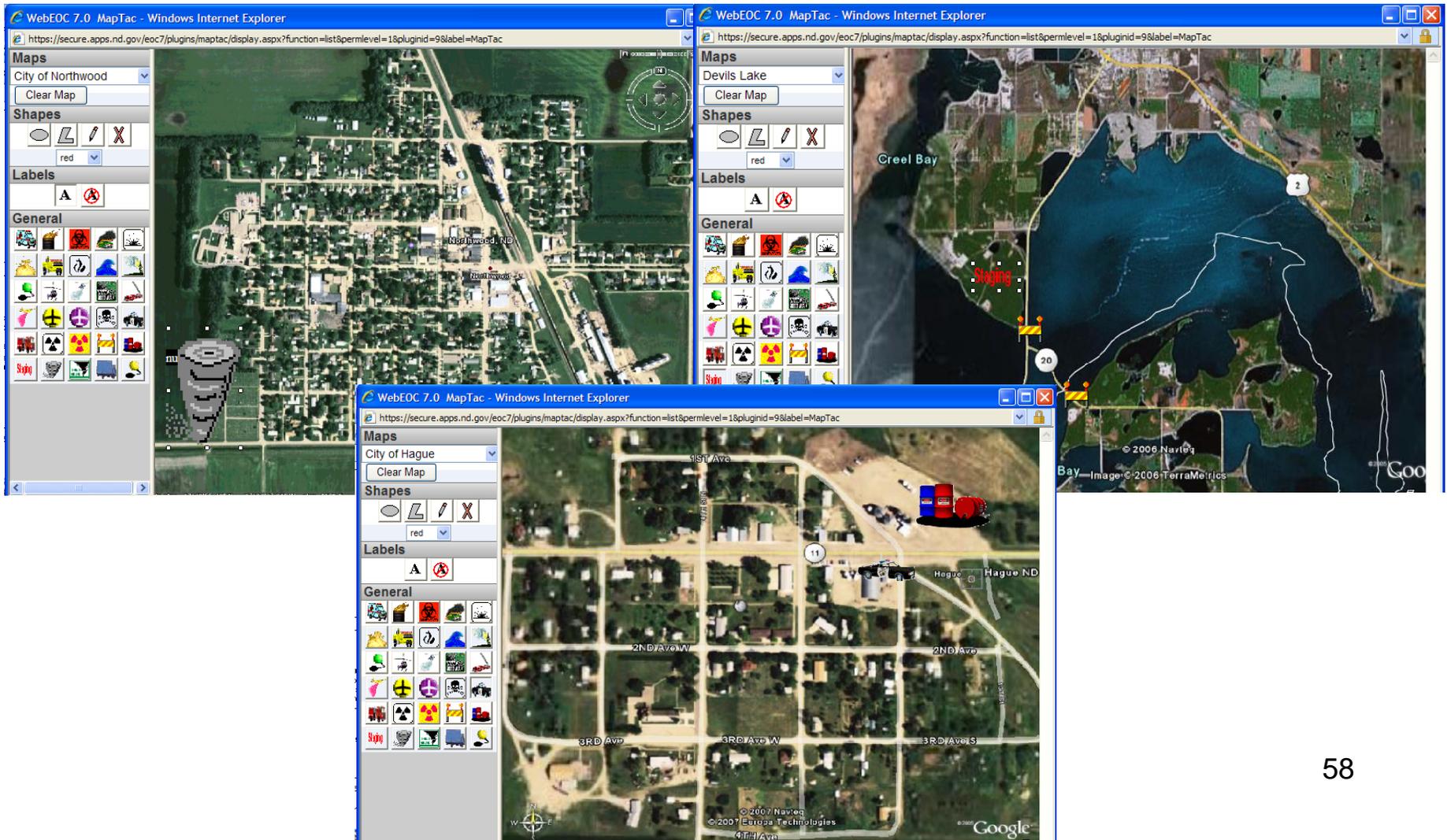
# ***Module 6***

## MapTac

# MapTac

- Allows an authorized user to “publish” a map, dispersion model, digital photo, etc., from any map/GIS source or digital camera and share the “tactical scene” with authorized users instantly.
- Users with appropriate permissions can add markers such as push pins, fire trucks, road blocks, etc. with or without labels.
- MapTac images may be in .gif, jpg, .png or any common graphic file.

# Sample MapTac Board

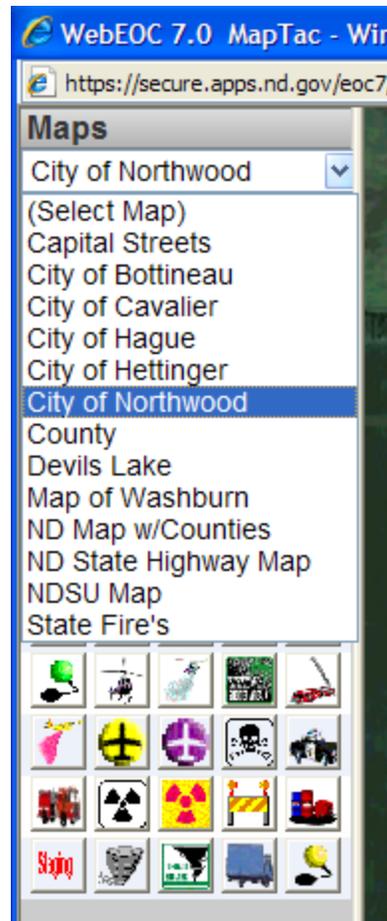


# Viewing Maps in MapTac

- From the Control Panel, click on Map Tac
- Select a map or digital photo from the drop-down list. The image will be displayed.

# Selecting a Map

Select a Map

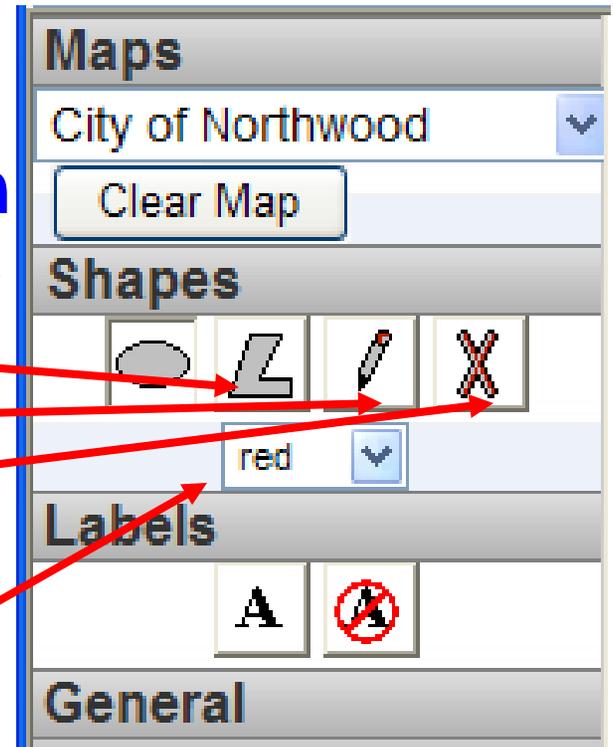


# Adding/Deleting Markers

- If you have privileges you can
  - Open the General Tab to open Markers
  - Put the mouse over the marker to get a description of the marker.
  - Click on the appropriate marker and then click the location of the map you want the marker to appear.  
**Note: markers can be moved and resized**
- Everyone that has viewing rights of MapTac will be able to view the map.
- Markers can be deleted by right clicking on the appropriate markers on the map.
- By clicking “Clear Map” you can delete all markers on the map.

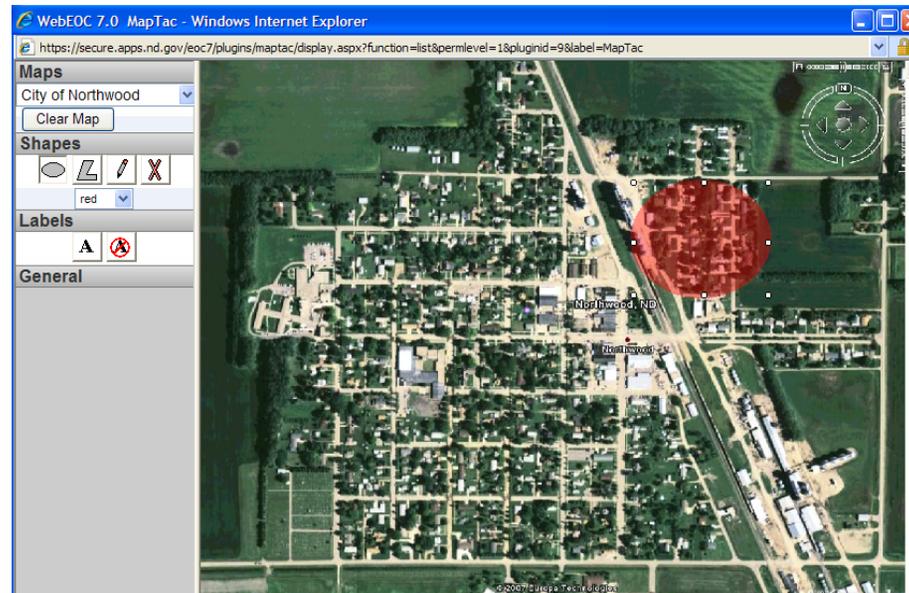
# Placing a Shape on a Map

- Click the shapes tab to display the shapes palette.
- Click the desired shape button
  - Ellipse
  - Polygon
  - Line
  - Delete a Shape
- Select the shape color.



# Sample

- Click on the ellipse drawing tool.
- Click on the map at the center point for the ellipse. Then move the mouse to draw.
- Click the left mouse button when finished drawing.



# ***Module 7***

## **Administrative Items**

# Sorting Status Boards Records

- The Sort window allows you to sort the currently displayed information in a status board according to selected parameters.
- By default status board records are displayed in descending date order (most recent first). You can change the sort order if you have the blue + next to the board name

# Sorting a Position Log

**Click Sort**

**Choose Sort field from drop-down list**

**Choose Ascending or Descending**

**Click Apply**

**The Paging section is the number of entries displayed per page.**

**To clear the order click Reset**

Significant Events Ops - Windows Internet Explorer  
https://secure.apps.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=2&tableid=125&viewid=396&displayviewid=1045&label=

Entry Sort Filter

Options

Sorting

entrydate  Ascending  Descending

Apply Reset

Paging

Show 25 records at a time.

<<<< << Page 1 >>

Significant Events Ops - Windows Internet Explorer

https://secure.apps.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=2&tableid=125&viewid=396&displayviewid=1045&label=Significant+

Entry **Sort** Filter

## Options

### Sorting

entrydate   Ascending  Descending

### Paging

Show  records at a time.

Page 1

# Filtering Status Board

- When you first display a Status Board, all records are included. You can choose to view a selected group of records if you have **Add/Input** privileges.
- A board can be filtered to display only those entries that meet specific criteria the more criteria specified, the fewer entries that will be displayed.
- When a filter is on, a Status Board only shows records that meet the filter criteria

# Filtering a Position Log

Click *Filter* button

Position Log Ops - Windows Internet Explorer

http://tdnet3test.itd.nd.gov/eoc7/boards/board.aspx?ops=true&permlevel=2&tableid=1298&viewid=297&displayviewid=298&labe

Entry Sort Filter

New Record

Save Spell Check Cancel Retrieve Record

Data Links

Post to Significant Events

SELECT INCIDENT

Name Geneva

Originator Rolette County EM

Date/Time 5/2/2008 14:03:58

Event Type

Remarks

INCLUDE THE FOLLOWING INFORMATION (if applicable):

major actions, damages (homes, businesses, critical infrastructure, etc), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc.

Priority

Attachment Browse...

Attachment Browse...

Attachment Browse...

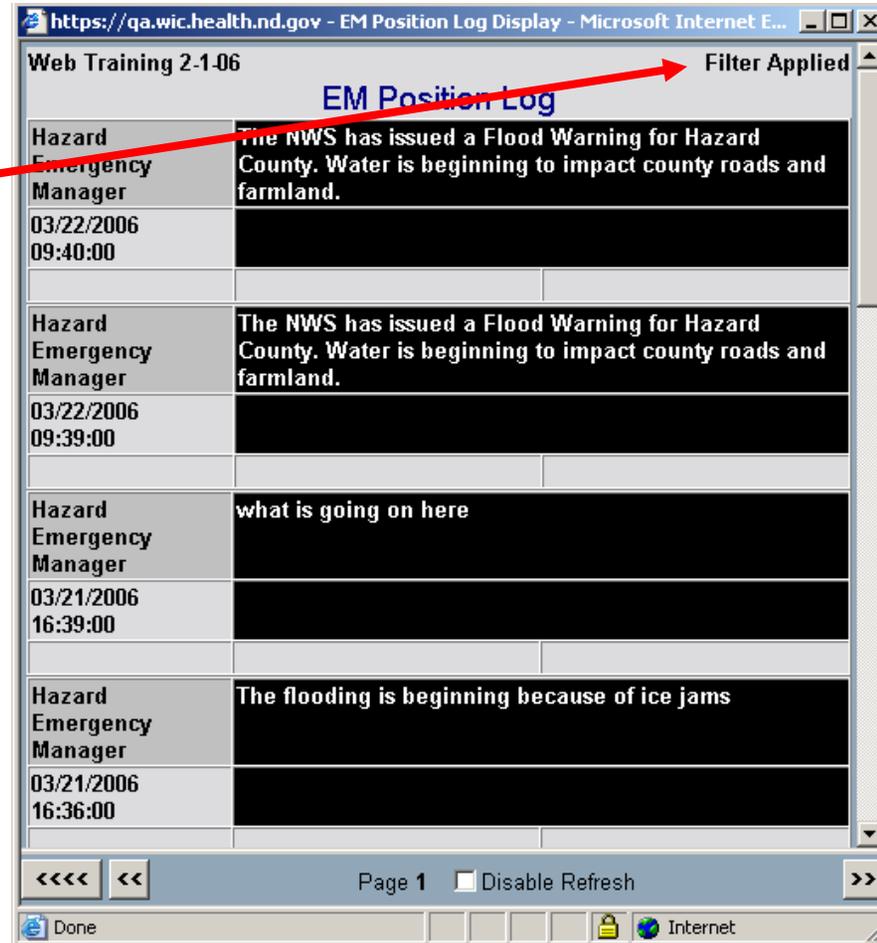
Attachment Browse...

Save

# Filtering a Position Log (cont)

When a board display is filtered a Filter Applied indicator appears

To remove the filter and redisplay all board entries, click clear.



The screenshot shows a web browser window titled "https://qa.wic.health.nd.gov - EM Position Log Display - Microsoft Internet E...". The page content includes a header "Web Training 2-1-06" and "EM Position Log". A red arrow points from the text "Filter Applied" in the top right corner of the page to the "Filter Applied" indicator in the browser's status bar. The main content is a table with four rows, each representing a log entry. The first two rows have the same text: "The NWS has issued a Flood Warning for Hazard County. Water is beginning to impact county roads and farmland." The third row has the text "what is going on here". The fourth row has the text "The flooding is beginning because of ice jams". The table columns are: Name (Hazard Emergency Manager), Date (03/22/2006), Time (09:40:00), and Message. The browser's status bar shows "Page 1", "Disable Refresh", and "Internet".

Name	Date	Time	Message
Hazard Emergency Manager	03/22/2006	09:40:00	The NWS has issued a Flood Warning for Hazard County. Water is beginning to impact county roads and farmland.
Hazard Emergency Manager	03/22/2006	09:39:00	The NWS has issued a Flood Warning for Hazard County. Water is beginning to impact county roads and farmland.
Hazard Emergency Manager	03/21/2006	16:39:00	what is going on here
Hazard Emergency Manager	03/21/2006	16:36:00	The flooding is beginning because of ice jams

# Clearing Status Board Filters

- When you apply a filter, the WebEOC status board displays only records that meet the given criteria. To show all the records you must clear the filter.
  - Click **View** button to open status board
  - Click the **Add/Input** button to display the Ops screen
  - Click **Filter** button
  - Click Clear; all filter values are removed
  - View the Status Board; all records are now displayed

# View Items

- All status Boards on your Control Panel have a **View** button.
- By default, dated items are displayed with the most recent items first.
- You can change the **sort order** of items displayed in status boards if you have Add/Input privileges for the status board.