



Ohio Emergency Management Agency

WebEOC Incident Management System

County User's Manual



Operational Website
<https://ohio.webeocasp.com>

Training Website
<https://webeoctraining.dps.ohio.gov>

Ohio WebEOC Contact

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mlstaff@dps.ohio.gov

Purpose

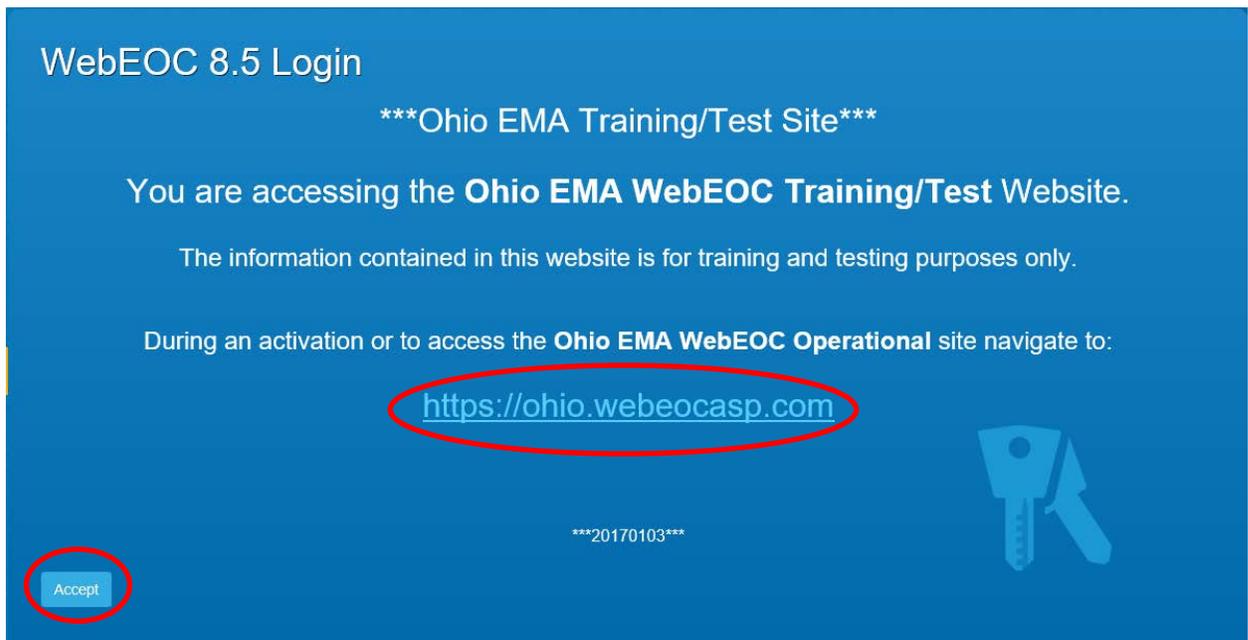
The WebEOC County User's Manual is a guide to assist disaster response personnel and emergency managers with the basic functions of the WebEOC Incident Management System. WebEOC is maintained by the Ohio Emergency Management Agency and made available to state agencies and county emergency management agencies as a means to track and analyze disaster information for better decision making before, during and after incidents.

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Login

Typing in the URL will bring you to the applicable WebEOC landing page. This page will indicate whether you are using the Training Site or Operational Site. If you find that you are not on the site that you intended to access, you can click the link in the center of the page to navigate to the appropriate site. Once you have determined you are on the correct site, click the “Accept” button.



Operational Website URL: <https://webeoc.dps.ohio.gov>

Training Website URL: <https://webeoctraining.dps.ohio.gov>

A. Username:

Enter your user name, which is typically your work email address.

B. Password:

Enter password (user defined, what you made it at the first login).

Note: For new users or if you have had your password reset, the password is “Welcome1!”. You will be required to reset your password the first time you log-in. Passwords are case sensitive. New passwords are required to be a minimum of 8 characters long, contain a capital letter and a number.

C. Click “Log In” to advance.



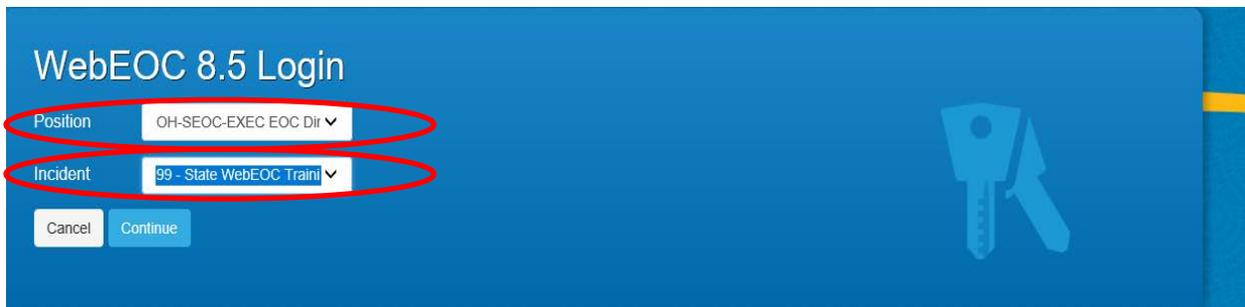
D. Position:

Select the position you will be performing from the dropdown box.

E. Incident:

Select the incident you are working. The field displays current default incident. Change incident if necessary.

Click “Continue” to advance.



F. Additional Login Information:

Information entered here populates various boards in WebEOC and is valid for the current session.

Name: (Required), **Location:** (Required), **Phone Number:** (“xxx-xxx-xxxx” format) (Required)

Email: (Required), **Comments:** (Optional)

Click “Continue” to advance.

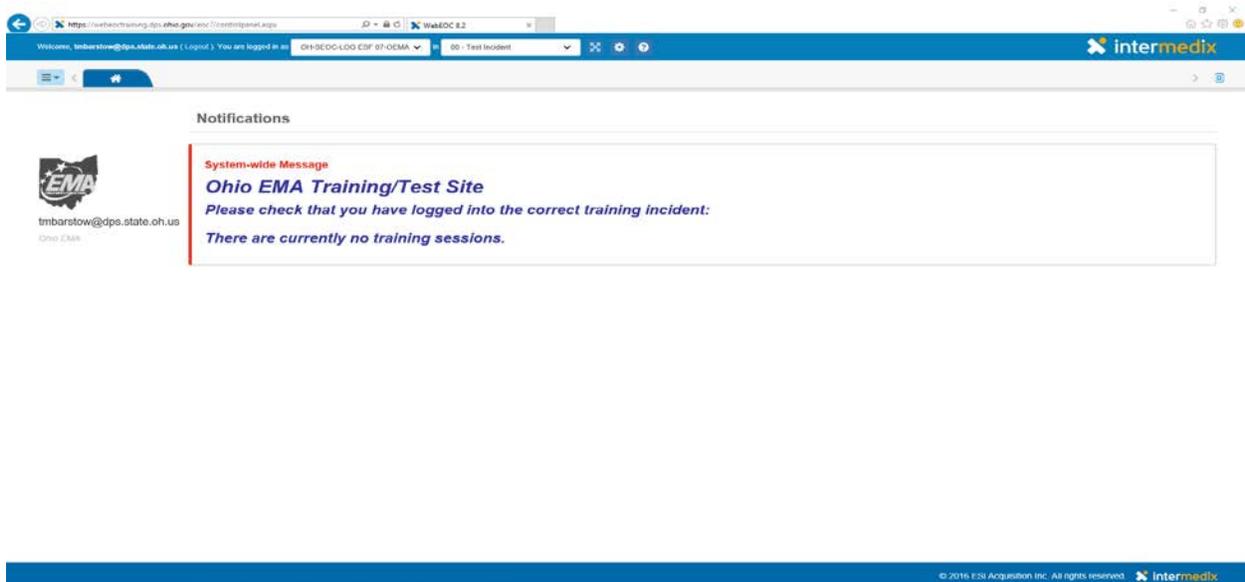
The screenshot shows the 'WebEOC 8.5 Login' interface. The title 'WebEOC 8.5 Login' is at the top left. Below it, the section 'Additional Login Information' is highlighted with a red circle. The form contains the following fields and values:

Field	Value
Name*	Ann Lechner
Location*	SEOC
Phone Number*	(614) 799-6507
Email*	amlechner@dps.ohio.gov
Comments	

At the bottom left, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red circle. On the right side of the form, there is a blue icon of a key.

2. Home Page

After logging in your browser will open the WebEOC Home Page. From the Home Page, you will be able to view any system-wide messages and navigate to various areas of WebEOC to include the boards, menus, tools and plug-ins. The content available on this page is dependent on the permissions assigned to the position that you log into. Throughout the remainder of this Manual, we will be using the base Ohio County EMA configuration.

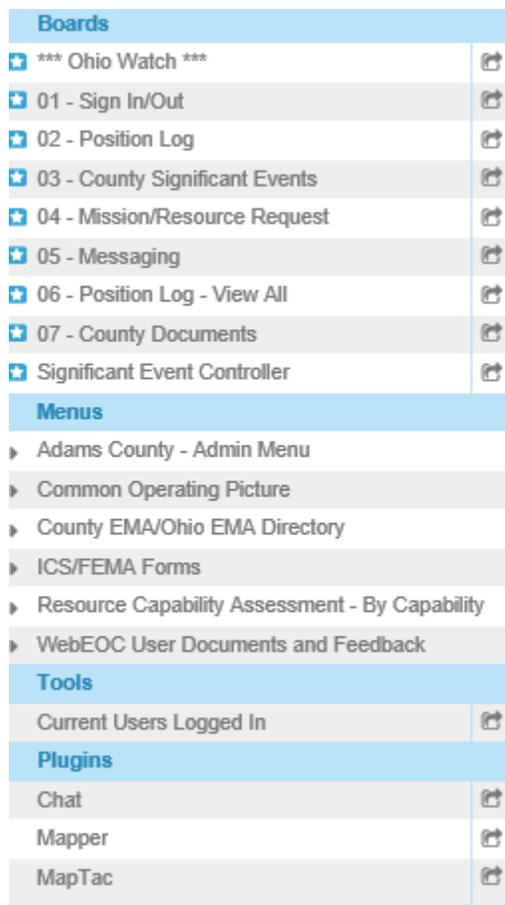


3. CONTROL PANEL

The control panel is located in the drop down box located on the top left-hand side of the home page.

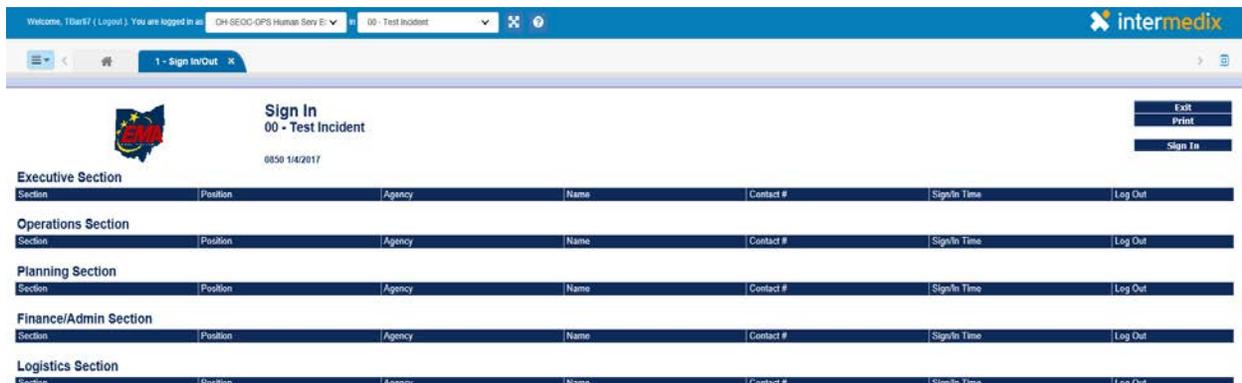


Once you select this drop down box, you will be able to view the Boards, Menus, Tools and Plugins that are available to the position that you are logged into.



4. TABS

From the Control Panel, when you click on a board or menu item a new tab will open on your home page. In the example below, “1 – Sign In/Out” board was selected and is now viewable in a tab.



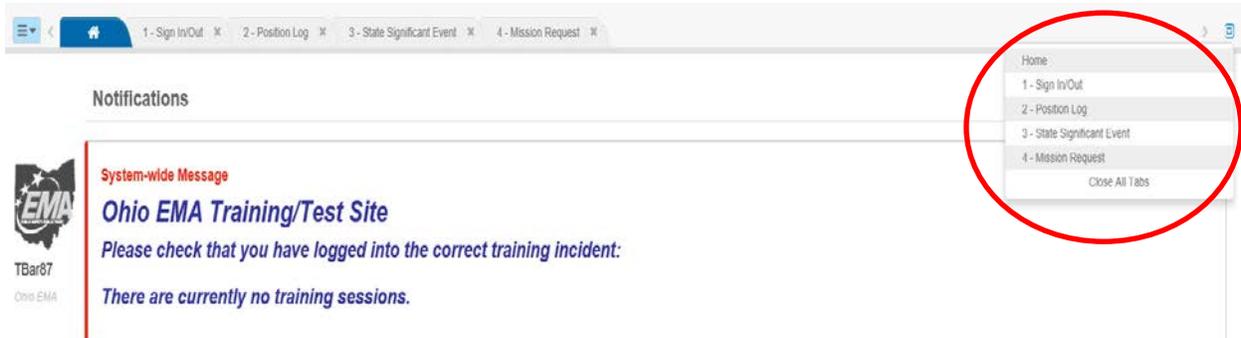
You can have multiple boards open at the same time, each board will open a new tab. This example shows 4 boards open and displaying the Position Log. You can change which board is displayed by selecting the appropriate tab.



Selecting the “Home” tab, you will return to the Home page

On the right side of the home screen is a blue box with an arrow. By selecting this, you will see a drop down menu of all the current boards that are open. From here, you can select an individual board to view, or you may close all boards with a single click by selecting “Close

5. BOARDS

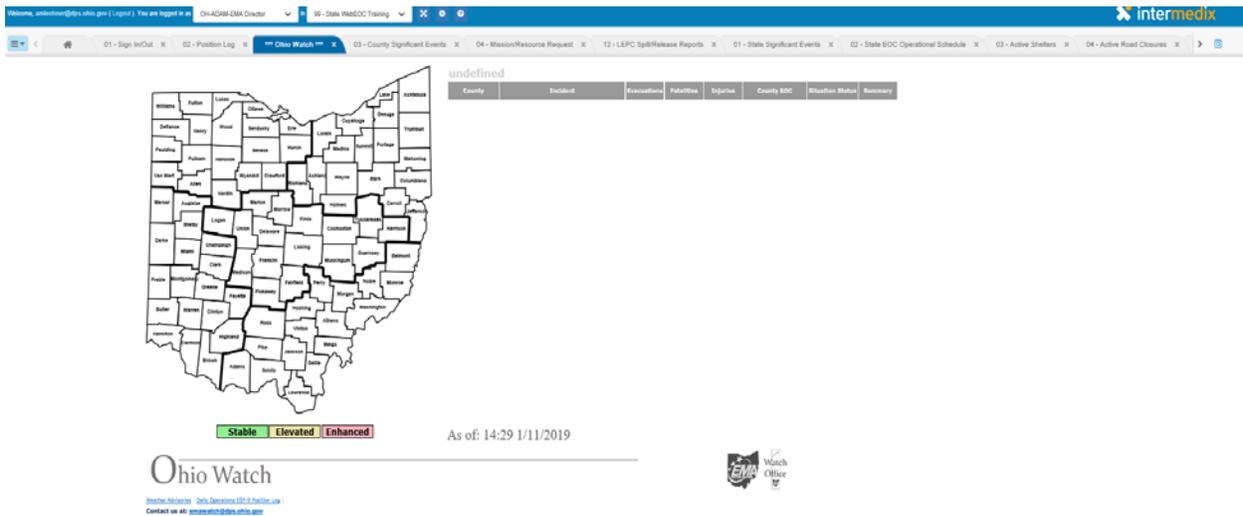


From the Control Panel you can access all of the Boards available to you. This section gives a brief description of each of the Boards and their use.

Boards	
*** Ohio Watch ***	
★ 01 - Sign In/Out	
★ 02 - Position Log	
★ 03 - County Significant Events	
★ 04 - Mission/Resource Request	
★ 05 - Messaging	
★ 06 - Position Log - View All	
★ 07 - County Documents	
★ Significant Event Controller	

*** Ohio Watch ***

Clicking *****Ohio Watch***** on the **Control Panel** opens the **Ohio Watch Board** in a new tab.



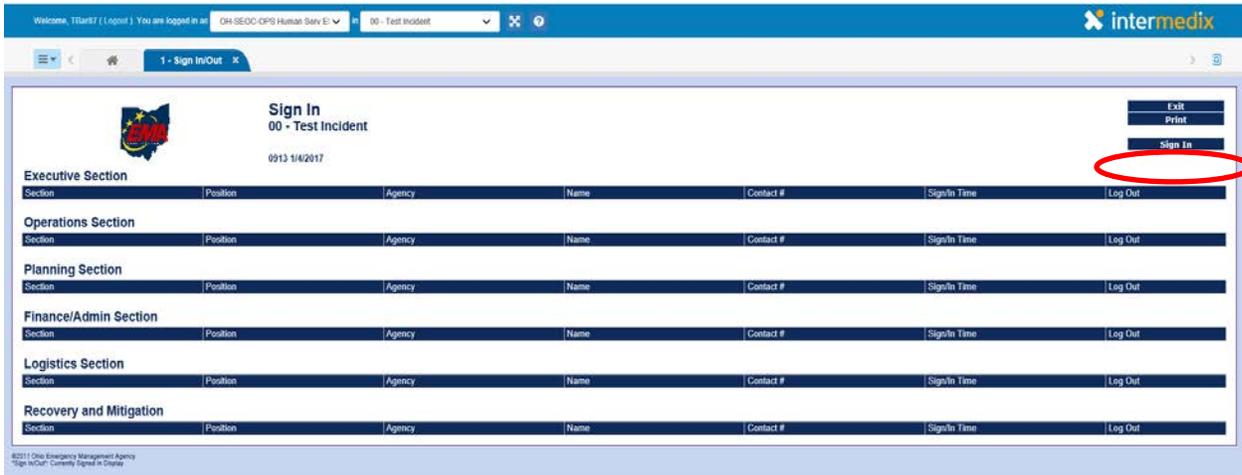
The Ohio Watch Board is a common operating picture board utilized and updated by the Ohio EMA Watch Office. This board will provide an overview and limited incident details for any active incidents occurring across Ohio.

A. 01 - Sign In/Out

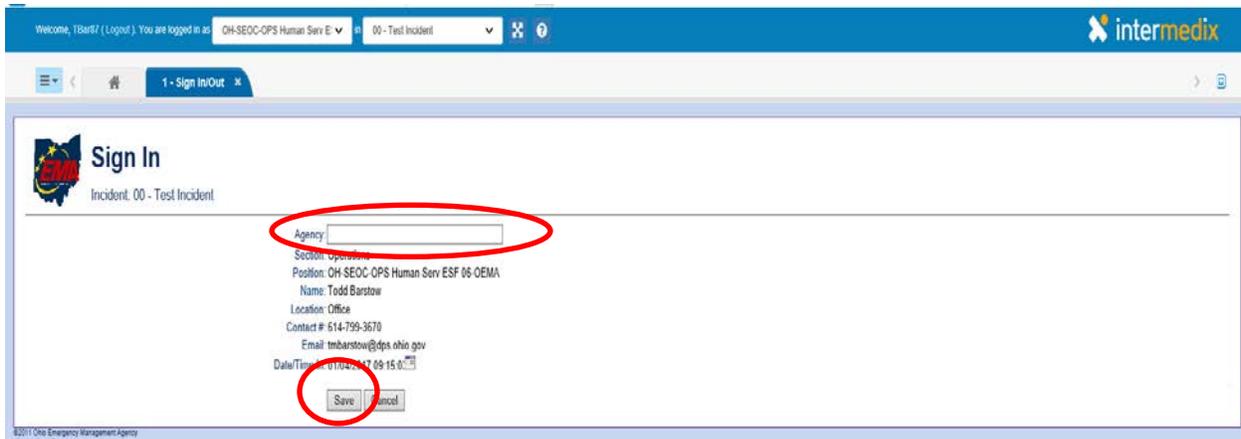
Clicking “01 – Sign In/Out” on the **Control Panel** opens the **Sign In** board in a new tab.

a. Find and click “Sign In”.

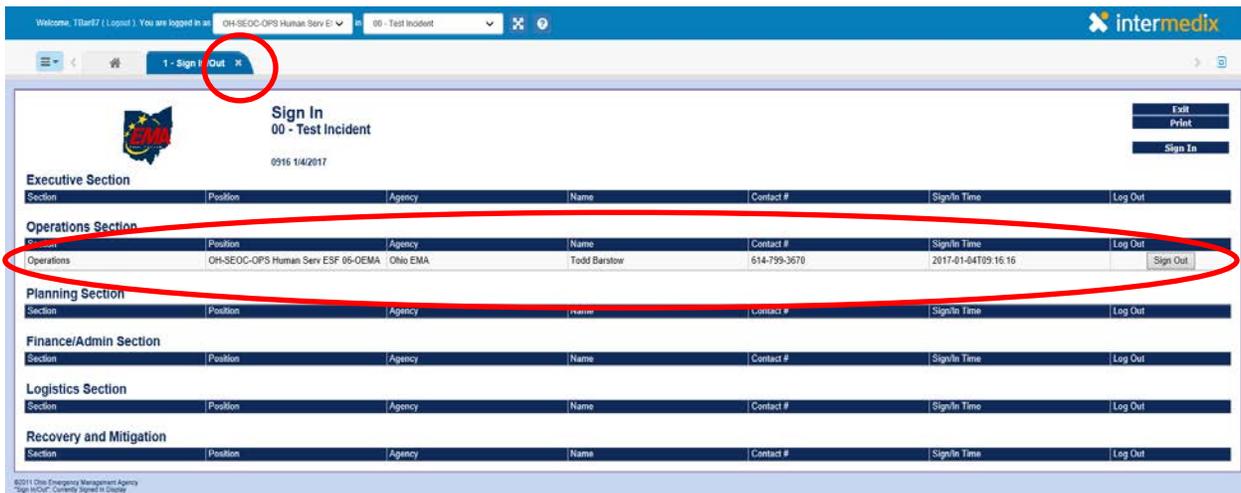




- b. The **Section**, **Position**, **Name**, **Location**, **Contact #** and **Email** fields pre-populate from the login information entered and the position defined. The **Date/Time In** field defaults to when the record is first opened.



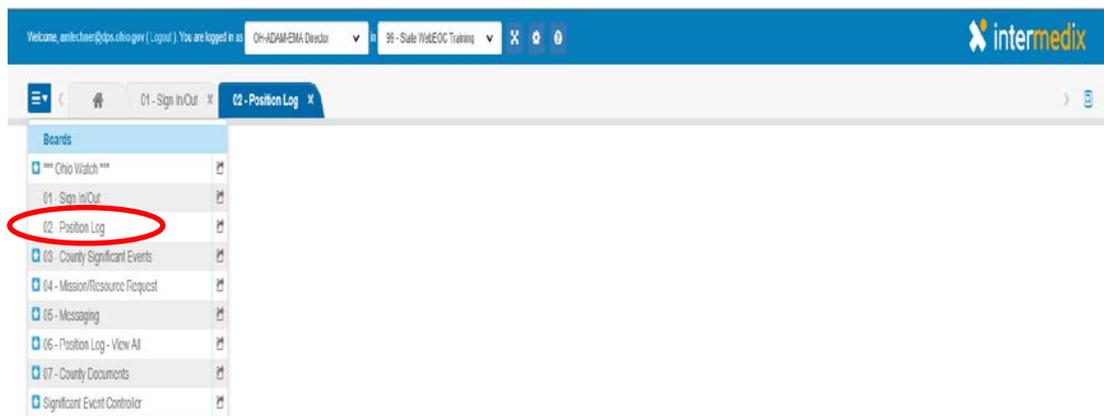
- c. Enter your agency name in the Agency box.
- d. Click “Save” to advance, the page will refresh and display your sign in information.



e. To close this board, select the x on the Tab titled **01 – Sign in/Out**.

A. 02 – Position Log

Clicking “**02 – Position Log**” on the **Control Panel** opens the **Position Log Board** in a new tab, displaying only entries for and relevant to the **Position** you’re signed in as.



a. New Position Log Record

To create a new Position Log Record, click on the “New Record” button.



Fill in all of the fields that are not pre-populated.

Date/Time (defaults to “Now”), **Event Type** (Choose from List), **Priority** (Choose From List), **Point of Contact Name**, **Contact Number**, **Map Label**, **Address/Location** (Enter valid address), Click “Get Address” to enter the **Lat/Long**, **Add Attachment 1**, **Add Attachment 2**, **Add Details**.

Click “Save” to advance.

b. Update Position Log Record

To update a Position Log Record click on the “Update Record” button.

Record#	Date	Originator	Event Type	Detail	Attachment	Location	Point of Contact	Priority	Update
20208	08/12/2015 13:20:04	OH-SEOC-OPS Human Serv ESF 06-OEMA Todd Barstow 614-799-3670	Animal Baiting	Burner's food is needed at the above location. It is getting ugly so hurry. OH-SEOC-OPS Human Serv ESF 06-OEMA - embartow@dps.state.oh.us at 13:19:04 on 8/12/2015	Map	2855 W Dublin-Granville Rd Columbus, OH 43229	Todd Barstow 1-800-222-help	Medium	Update
13203	04/09/2014 14:46:25	OH-SEOC-OPS Human Serv ESF 06-OEMA Randy Carver 614-799-3670 (X14) 203-4170	[Select]	I'm logged into the Incident OH-SEOC-OPS Human Serv ESF 06-OEMA - rcarver@franklincountyohio.gov at 14:46:25 on 4/9/2014 Who... I'm here! OH-SEOC-OPS Human Serv ESF 06-OEMA - rcarver@franklincountyohio.gov at 14:46:32 on 4/9/2014 I just logged you out!!! OH-SEOC-OPS Human Serv ESF 06-OEMA - embartow@dps.state.oh.us at 13:43:40 on 8/12/2015 WARNING OH-SEOC-OPS Human Serv ESF 06-OEMA - embartow@dps.state.oh.us at 12:17:51 on 12/14/2015 Test #7 OH-SEOC-OPS Human Serv ESF 06-OEMA - mimgre@dps.state.oh.us at 12:19:46 on 12/14/2015		Ms. Hyslop or I	High	Update	
12203	01/13/2014 10:09:13	OH-SEOC-OPS Human Serv ESF 06-OEMA Tommy & Marnie 614-799-5624	Nuclear Power Plant	Davis-Besse Nuclear Power Plant accident OH-SEOC-OPS Human Serv ESF 06-OEMA - TRMarnie@dps.state.oh.us at 10:09:13 on 1/13/2014 Davis-Besse under Alert status OH-SEOC-OPS Human Serv ESF 06-OEMA - TRMarnie@dps.state.oh.us at 10:20:07 on 1/13/2014 Sheltering area open OH-SEOC-OPS Human Serv ESF 06-OEMA - TRMarnie@dps.state.oh.us at 11:19:09 on 1/13/2014	Map	2000 West 10th Ave Dayton, Ohio 45466	Debra County EMA 777-888-9999	High	Update
12202	01/13/2014 10:03:53	OH-SEOC-OPS Human Serv ESF 06-OEMA Tommy & Marnie 614-799-5624	[Select]	Tim is making the 12pm shift. OH-SEOC-OPS Human Serv ESF 06-OEMA - TRMarnie@dps.state.oh.us at 10:03:53 on 1/13/2014 Tim has 2 hours before the shift begins. OH-SEOC-OPS Human Serv ESF 06-OEMA - TRMarnie@dps.state.oh.us at 10:06:23 on 1/13/2014			(None)	High	Update

Update Record

Enter any additional **Details**, change the **Priority**, or mark an entry as a significant event for **Display on County Significant Event board** as applicable.

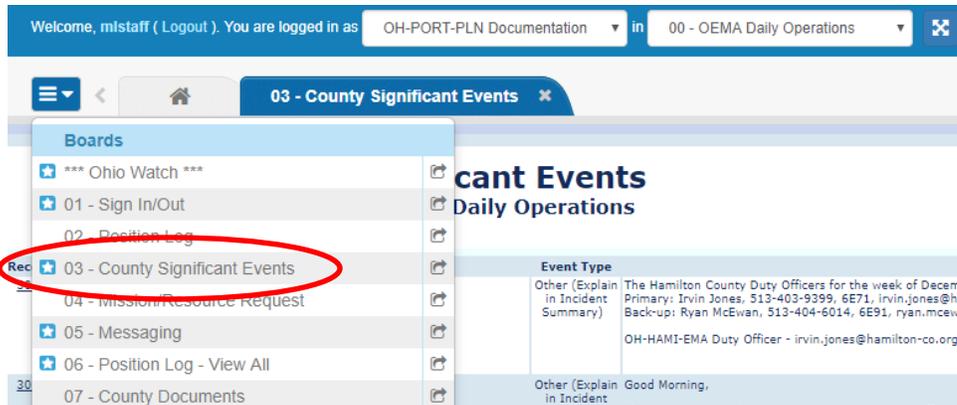
Click “Save” to advance.

Find the updated record and confirm the saved information.

Record#	Date	Originator	Event Type	Detail	Attachment	Location	Point Of Contact	Priority	Update
20398	08/12/2015 13:33:06	OH-SEOC-OPS Human Serv ESF 06-OEMA Todd Barstow SEOC 614-799-3670	Animal Issues	Butterfly food is needed at the above location. It is getting ugly so hurry. OH-SEOC-OPS Human Serv ESF 06-OEMA - tbarstow@dps.state.oh.us at 13:33:06 on 8/12/2015		Map Attack 2855 W dublin-Granville Rd Columbus OH 43235	Todd Barstow 1-800 222-Help	Immediate	Update
13305	04/09/2014 14:46:23	OH-SEOC-OPS Human Serv ESF 06-OEMA Randy Carver SEOC (614) 205-4170	(Select)	I'm logged into the Incident OH-SEOC-OPS Human Serv ESF 06-OEMA - rcarver@franklincountyohio.gov at 14:46:23 on 4/9/2014 Hey... I'm here! OH-SEOC-OPS Human Serv ESF 06-OEMA - rcarver@franklincountyohio.gov at 14:46:52 on 4/9/2014 I just logged you out!!! OH-SEOC-OPS Human Serv ESF 06-OEMA - tbarstow@dps.state.oh.us at 13:45:40 on 8/12/2015			Me, Myself or I	Immediate	Update

Click “X” on the tab to close board.

B. 03 – County Significant Events



Clicking **03 – County Significant Events** on the **Control Panel**.
 Opens **County Significant Events Board** in a new tab.

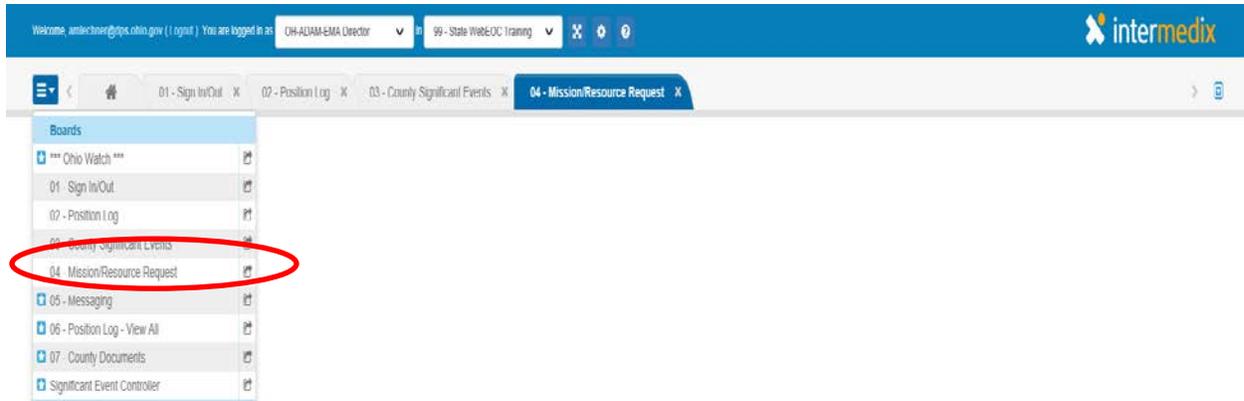


From this board you can view all log entries that have been marked and approved as **County Significant Events**.

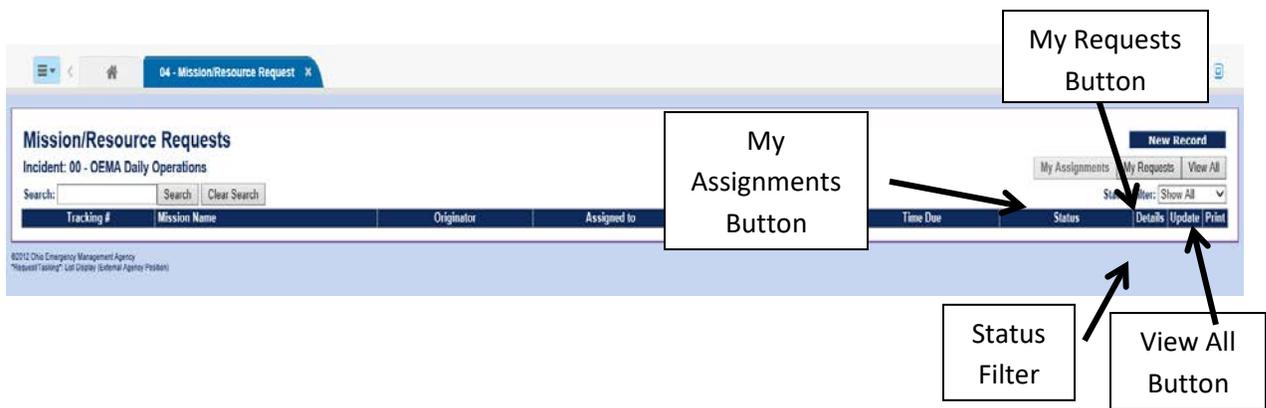
C. 04 – Mission/Resource Request

Clicking **04 – Mission/Resource Request** on the **Control Panel**.

Opens **Mission/Resource Request Board** in a new tab.



View Mission/Resource Requests



- i. Find and verify that the “Status Filter” is set to “Show All”.
- ii. Find and verify that the “My Assignments” button has been selected.
- iii. **Missions** are assigned to “ESFs” or Groups. If there are no records displayed, that indicates that the ESF or Group that you are logged in as does not have any **Mission Requests** assigned.
- iv. If you are a member of multiple ESFs or groups you will need to change your **Position** to edit another ESF assigned **Mission**.
- v. Find and click the “My Requests” button.

- vi. This will display **Mission Requests** that were entered by the **Position** you are currently logged in as.
- vii. If you are a member of multiple ESFs or groups you will need to change your **Position** to view another ESF assigned **Mission**.
- viii. Find and click on the “View All” button.
- ix. This will display “All” of the **Mission Requests** in the system for the **Incident** that you are logged in as.

b. Create or Update a Mission/Resource Request

- i. Find and click “New Record” or ”Update” for one of the records for the particular **Position** or ESF you are logged in as under “My Assignments” or “My Requests”.

The screenshot shows the 'Mission/Resource Requests' interface for Incident 99 - County WebEOC Training. It includes a search bar, a table of requests, and navigation buttons. A box labeled 'New Record' points to the 'New Record' button in the top right. Another box labeled 'Update' points to the 'Update' button in the table's action column for the third row.

Tracking #	Mission Name	Originator	Assigned to	Priority	Time Due	Status	Details	Update	Print
18825	Sandbags	OH-WASH-EXEC Administrative Assistant Lori	OH-WASH-EMA Director	Priority (12 hrs.)	06/21/2017 23:41:00	New Request	Details	Update	Print
18823	Bottled Water	OH-WASH-EMA Director Amanda West	OH-WASH-EMA Director	Routine (24 hrs.)	06/22/2017 11:39:00	In Progress	Details	Update	Print
18824	Bottled Water	OH-WASH-EMA Director Todd Barstow	OH-WASH-EMA Director	Routine (24 hrs.)	06/22/2017 11:39:00	New Request	Details	Update	Print

- ii. Enter or update mission details as needed. If this is a new record, assign the mission to either “Mission Controller” or directly to the responsible ESF depending on county procedure.

Mission/Resource Requests (ICS-213 RR)
 Washington County Save Cancel
 Last Updated: 06/21/2017 11:49:53

Request/Task Assignment

Incident Name: 99 - County WebEOC Training Date/Time: 06/21/2017 11:40:17 Originator: OH-WASH-EXEC Administrative Assistant Lori Tracking #: 18825

Request/Task Details

Mission Name: Sandbags *Required

Mission Request/Description: *Required
 Need sandbags asap
 Also need volunteers to help fill

Priority: Priority (12 hrs.) *Required Date/Time Due: 06/21/2017 23:41:00
 Point of Contact: Lori Price Point of Contact Number: 740-373-3832

Status: New Request Assigned To: *OH-WASH-EMA Director

Position	Name	Phone	Date/Time	Attachment	Comment	Update
OH-WASH-EMA Director	Glen Kelly	740-525-1510	06/21/2017 11:48:16		Good to go	Update
OH-WASH-EMA Director	Glen Kelly	740-525-1510	06/21/2017 11:48:16		Good to go	Update

Add Comment Save Cancel

- iii. To add a comment click on the “Add Comment” button.
- iv. Enter text into the Update box. Note: updates can also be made directly into the affected box, but this does not result in a record of past updates.

Add Comment

Mission/Resource Request Update

Position: OH-WASH-EMA Director

Name: Todd Barstow

Phone: 740-225-6394

Date/Time: 06/23/2017 08:48:10

Update:

Attachment:

- v. Click “Save” to advance.

c. Update a Mission Request – Change Status

i. Click the **Status** dropdown.

Mission/Resource Requests (ICS-213 RR)
Washington County Save Cancel
Last Updated: 06/21/2017 11:49:53

Request/Task Assignment

Incident Name: 99 - County WebEOC Training	Date/Time: 06/21/2017 11:40:17	Originator OH-WASH-EXEC Administrative Assistant Lori	Tracking # 18825
---	-----------------------------------	---	---------------------

Request/Task Details

Mission Name
 *Required

Mission Request/Description: *Required

Need sandbags asap
 Also need volunteers to help fill

Priority Priority (12 hrs.) *Required	Date/Time Due 06/21/2017 23:41:00
Point of Contact Lori Price	Point of Contact Number 740-373-3832

Status Assigned To:
*OH-WASH-EMA Director

New Request

Comments Add Comment

Position	Name	Phone	Date/Time	Attachment	Comment	Update
OH-WASH-EMA Director	Glen Kelly	740-525-1510	06/21/2017 11:48:16		Good to go	Select
OH-WASH-EMA Director	Glen Kelly	740-525-1510	06/21/2017 11:48:16		Good to go	Select

Save Cancel

ii. Change the **Status** as needed

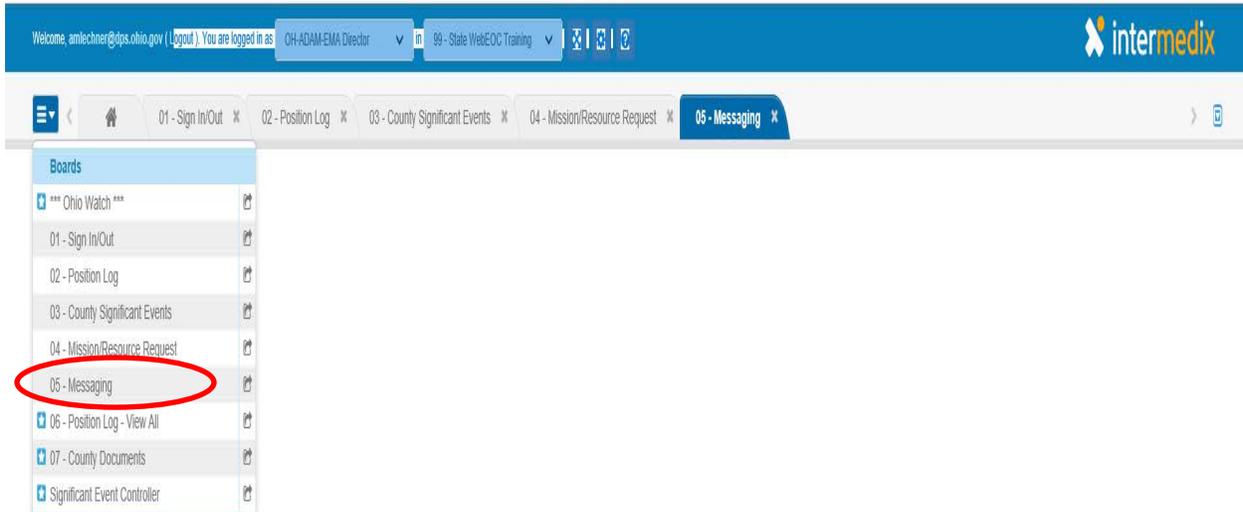
iii. Click the Save button to continue.

iv. Find the record on the **Mission/Resource Request Board** and verify that the **Status** has changed.

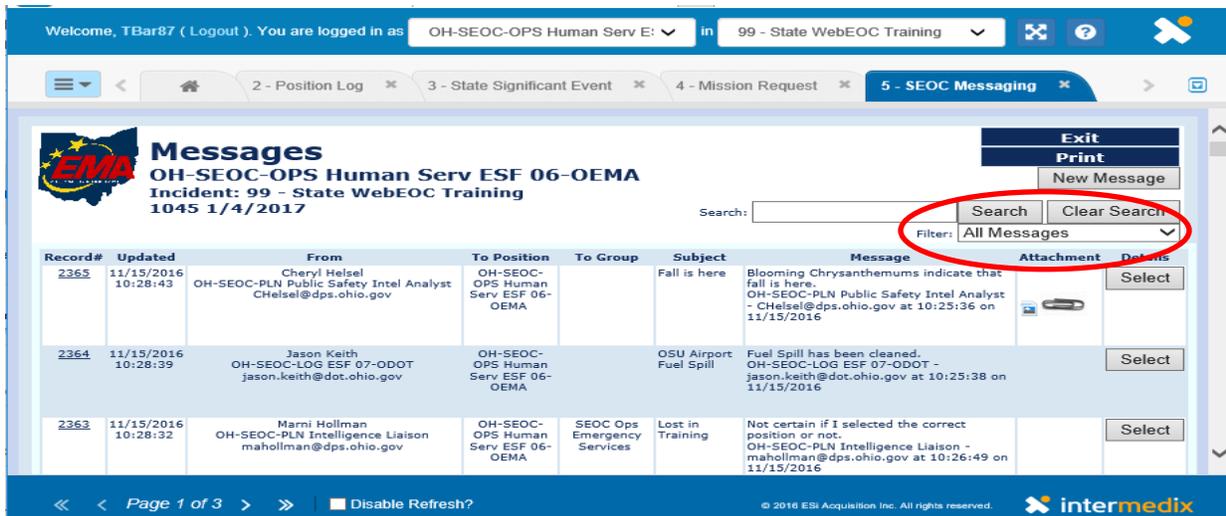
v. Click “X” on the tab to close the board.

F. 05 – Messaging

Clicking 05 – Messaging on the Control Panel



Opens the **Messages Board** in a new tab.



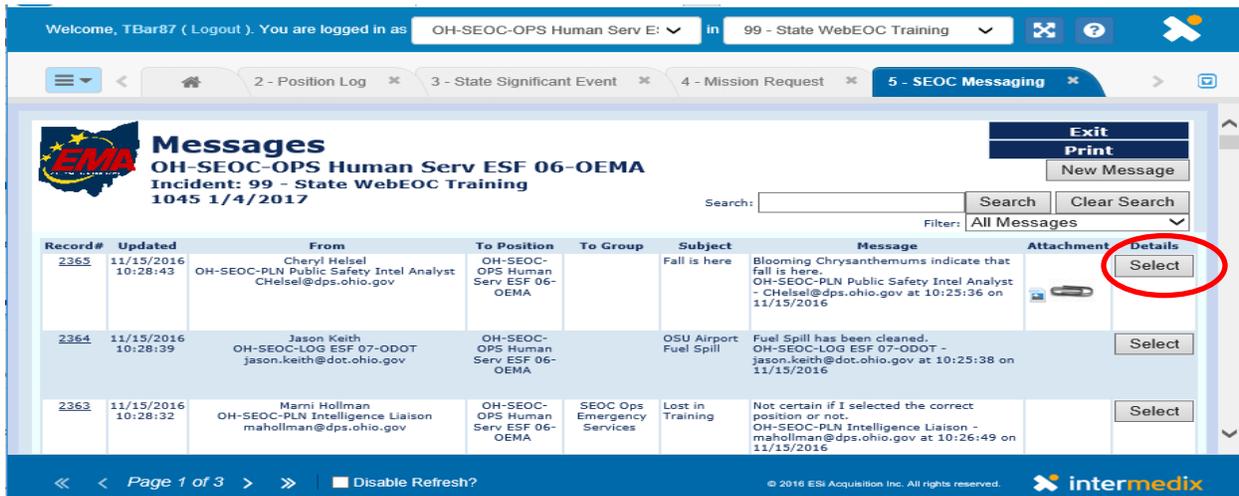
The **Messages Board** should default to the **Filter** “All Messages” and will display all of the messages entered for the **Incident** from any of the county positions.

Select **Filter** “My Received Messages” to view messages where the “To Position” in the message matches the logged in **Position**.

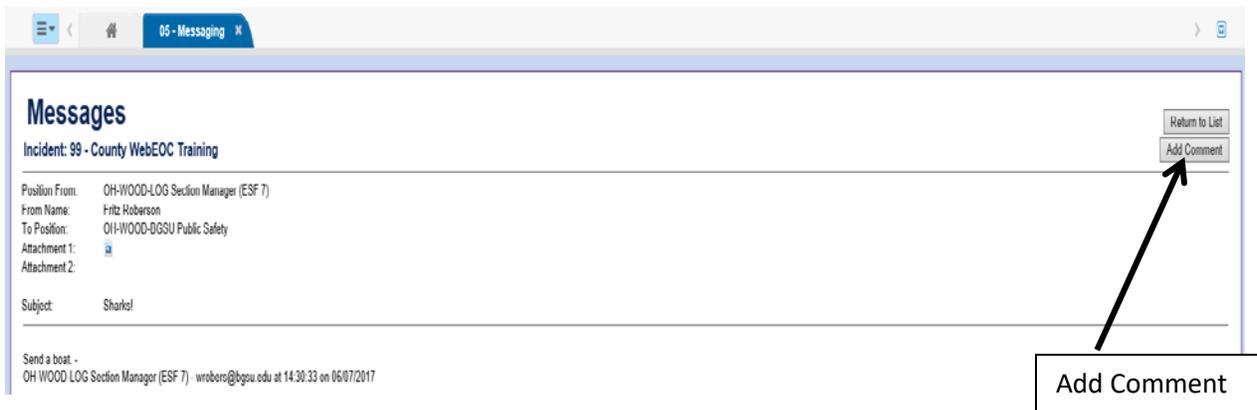
a. New Message

b. Update Message

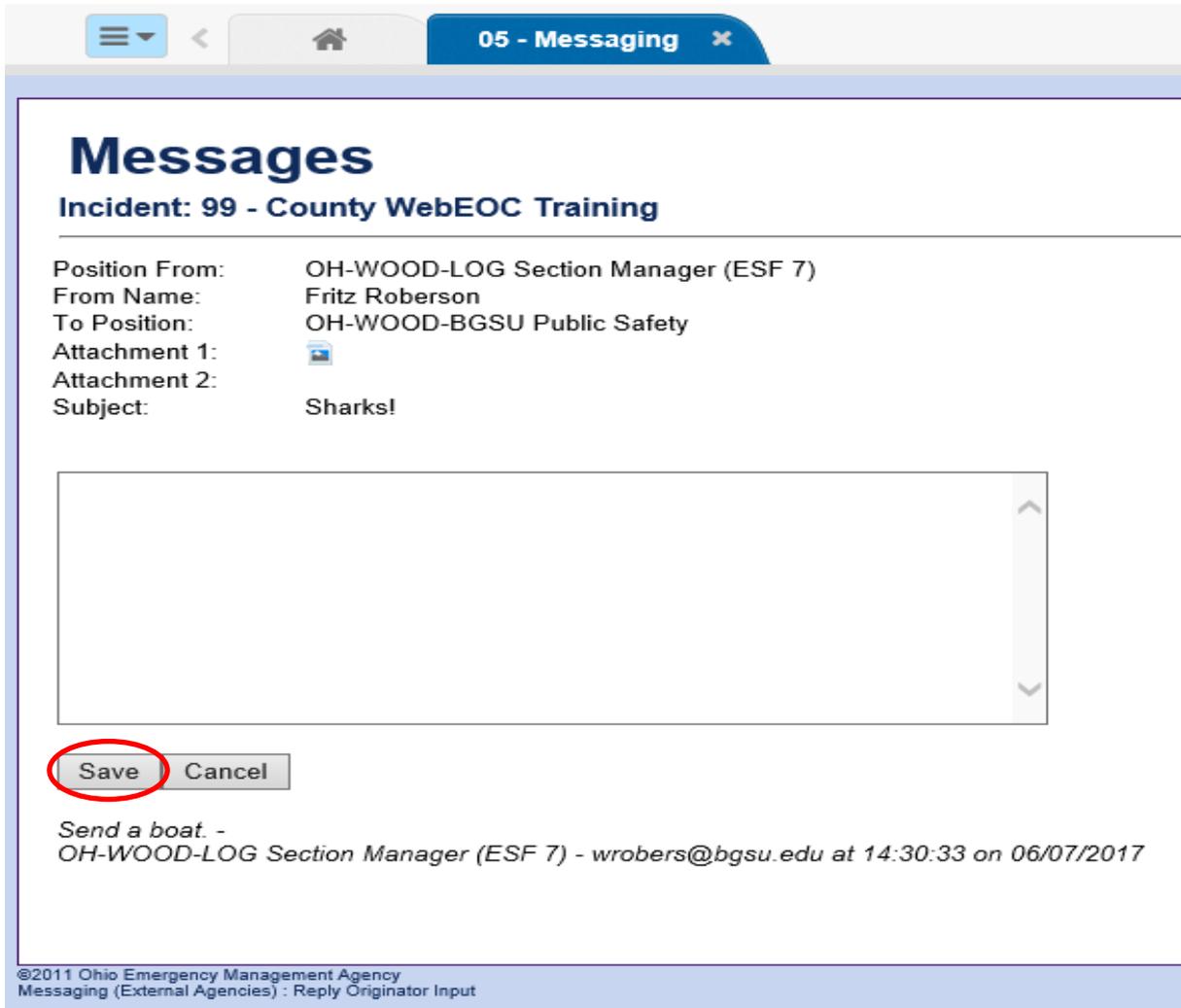
- i. To update a message from the Messages board click “Select” next to the message you want to update.



- ii. After the message opens click “Add Comment”.



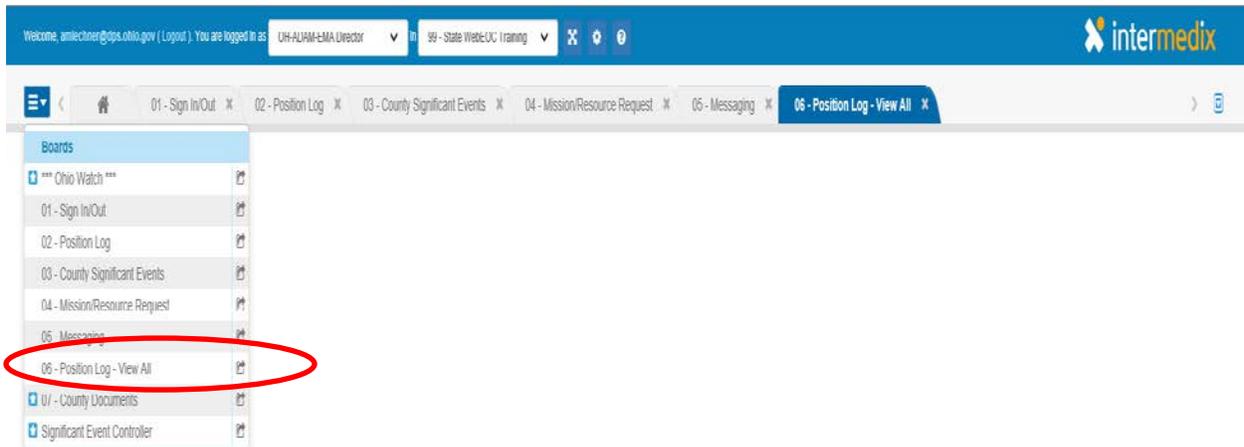
- iii. Enter comments and click the “Save” button to advance.



iv. Then click the “Return to List” button to return to the list of message.

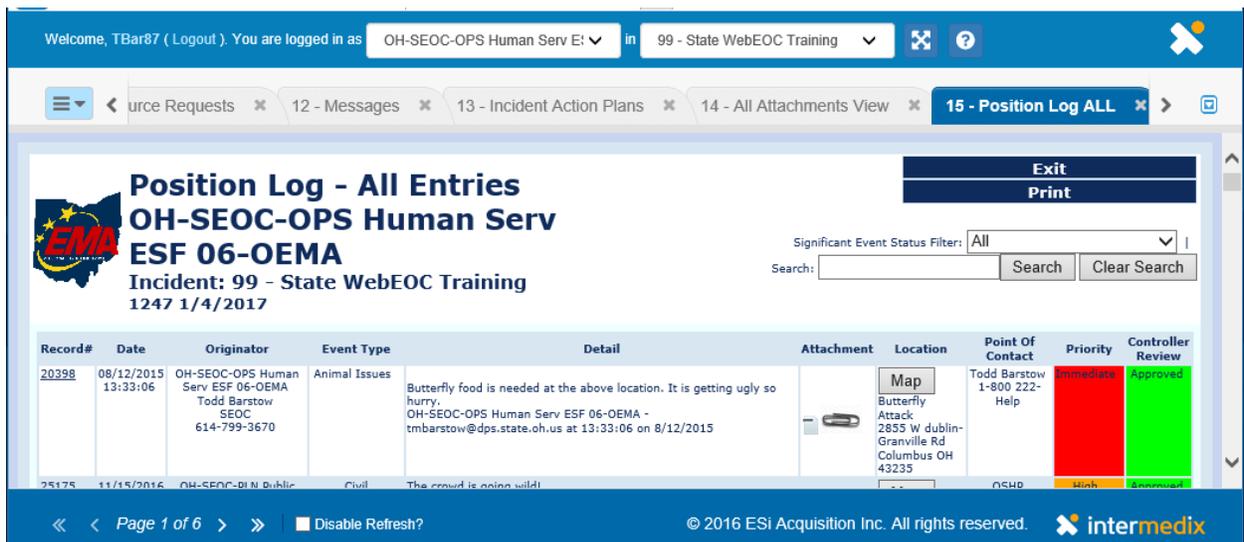


G. 06 – Position Log – View All



Clicking **06 – Position Log – View All** on the **Control Panel**.

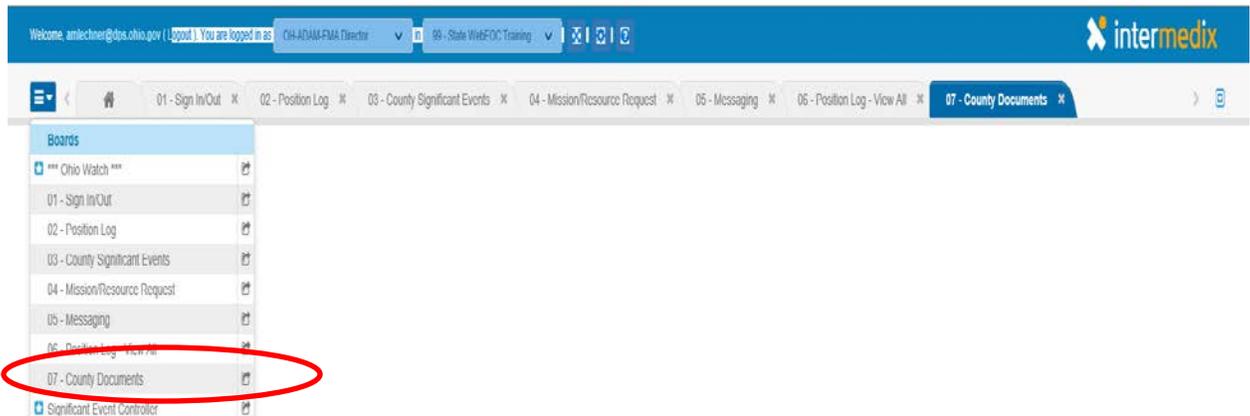
Opens the **Position Log – View All** board in a new tab.



This board displays position log entries for all positions for the incident you are currently logged into.

H. 07 – County Documents

Clicking “**07 – County Documents**” on the **Control Panel**



Opens the County Document Library board in a new tab.

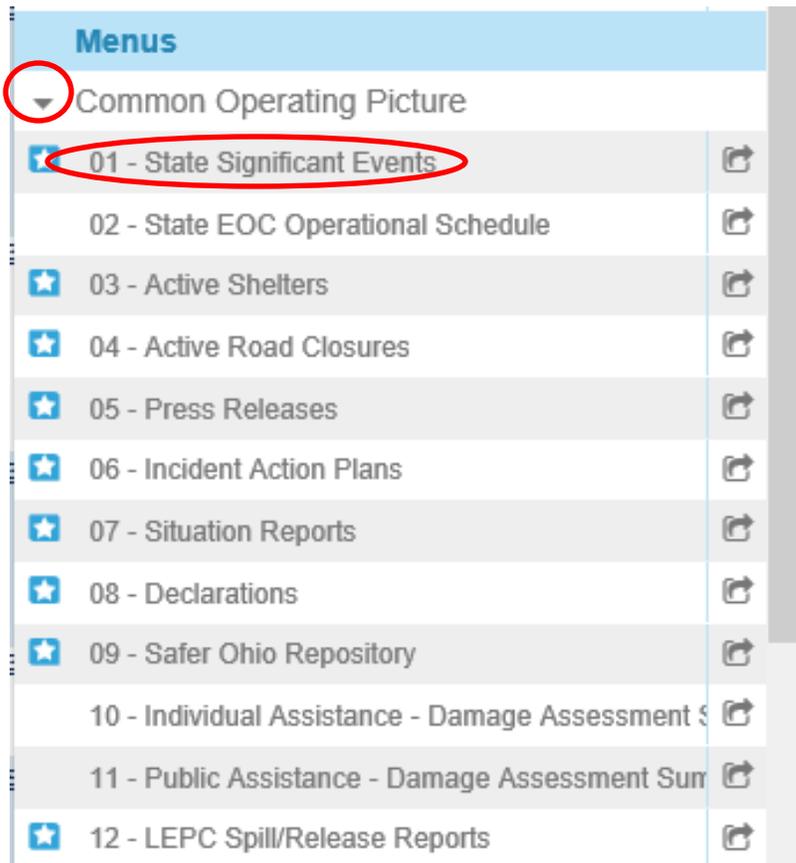


6. Menus

This section gives a brief description of each of the **Menus** in the **Control Panel** and their use.

A. Common Operating Picture

Clicking the “triangle” next to **Common Operating Picture** under **Menus** in the **Control Panel** will expand the **Common Operating Picture** menu selection.



- a. Clicking on **01 – State Significant Events** will open the **State Significant Events** board in a new tab.

The **State Significant Events** board includes all Position Log entries that have been marked and approved as a State Significant Event

Record#	Date	Originator	Event Type	Detail	Attachment	Location	Point Of Contact	Priority	Update
20398	08/12/2015 13:33:06	OH-SEOC-OPS Human Serv ESF 06-OEMA Todd Barstow SEOC 614-799-3670	Animal Issues	Butterfly food is needed at the above location. It is getting ugly so hurry. OH-SEOC-OPS Human Serv ESF 06-OEMA - tmbarstow@dps.state.oh.us at 13:33:06 on 8/12/2015		Map Butterfly Attack 2855 W dublin-Granville Rd Columbus OH 43235	Todd Barstow 1-800 222-Help	Immediate	Update
25173	11/15/2016 09:34:58	OH-SEOC-PLN Public Safety Intel Analyst Cheryl Hesel Ohio EMA 614-387-0879	Civil Disturbance / Riot	The crowd is going wild! OH-SEOC-PLN Public Safety Intel Analyst - CHesel@dps.ohio.gov at 09:34:58 on 11/15/2016 Perps put on ice OH-SEOC-PLN Public Safety Intel Analyst - CHesel@dps.ohio.gov at 09:47:34 on 11/15/2016		Map Election Scuttle 2345 N. High St Columbus, Ohio	OSH 614 777-7111	High	Update
25174	11/15/2016 09:34:53	OH-SEOC-PLN Intelligence Liaison Marni Hollman State EOC 614-799-6551	Infrastructure - Sewer System	Metal Drainage Pipe Missing OH-SEOC-PLN Intelligence Liaison - mahollman@dps.ohio.gov at 09:34:53 on 11/15/2016 Inspection team enroute to site to survey the damage. OH-SEOC-PLN Intelligence Liaison - mahollman@dps.ohio.gov at 09:50:21		Map Red Zone Water Treatment Plant Dublin Road	Marni Hollman ESF-10 614-799-6403	Medium	

- b. Clicking **02 – State EOC Operational Schedule** opens the daily operational schedule of events for the State Emergency Operations Center in a new tab.

State Emergency Operations Center (SEOC)
1/17/2019 Operational Schedule
Incident: 00 - OEMA Daily Operations Updated: 1255

Time	Activity	Location	Responsible Unit or Personnel
6:00 AM	Situation Report Published		Planning Chief
8:00 AM	Shift Start		All
8:15 AM	In-brief/shift change brief		All

©2012 Ohio Emergency Management Agency | SEOC Event Schedule: List Events (Read Only)

- c. Clicking **03 – Active Shelters** will display all shelters entered in WebEOC and their current status. All shelters will display on this board regardless of the incident they are associated with.

Active Shelters - View
0929 6/23/2017

County: ALL Shelter Name: Search City: Search Clear Search

ID	Status	Name	Address	County	Use	Post Impact Capacity	Evacuation Capacity	Occupancy	Availability	Updated By	Detail
Totals:						0	0	0	0		

©2014 Ohio Emergency Management Agency | ODMA_Shelters | Active Shelters View

- d. Clicking **04 – Road Closures** will display all road closures entered in WebEOC and their current status. All road closures will display on this board regardless of the incident they are associated with.

1236 1/4/2017
County: All

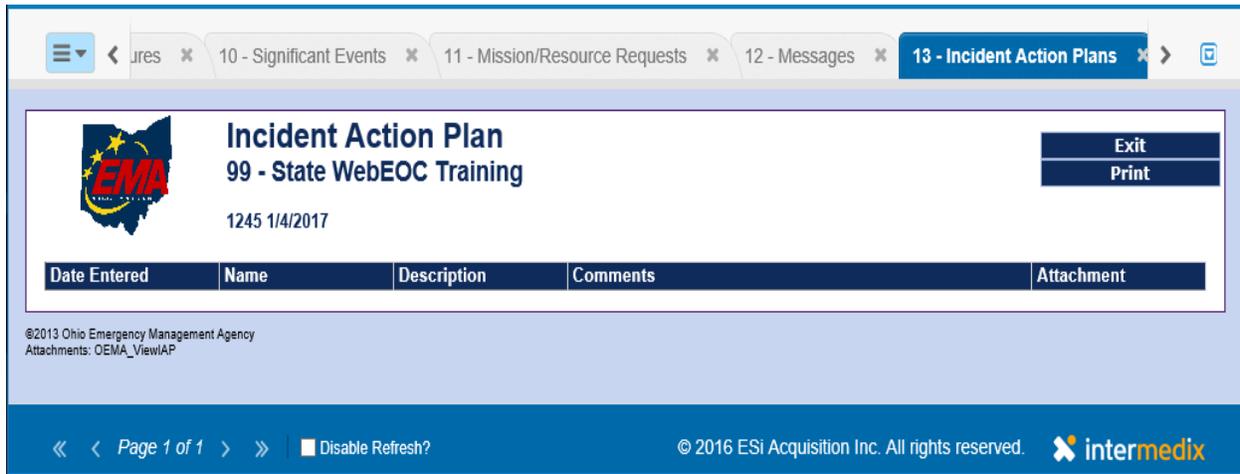
Priority	Status	County	City	Closed Road	Mile Marker	From / To	Location	Reason	Attachments	Last Updated	Last Updated By	Detail
Medium	Closed	Adams County		See position log for road closures.		/				12/30/2016 12:16:29	OH-ADAM-OPS Law Enforcement (ESF 13)	

- e. Clicking **05 – Press Release** will open the SEOC Press Releases board in a new tab. Once a press release is approved and distributed by the Joint Information Center, a copy of the press release will be uploaded to this board. County press releases can also be uploaded and shared on the Press Release Board as well.

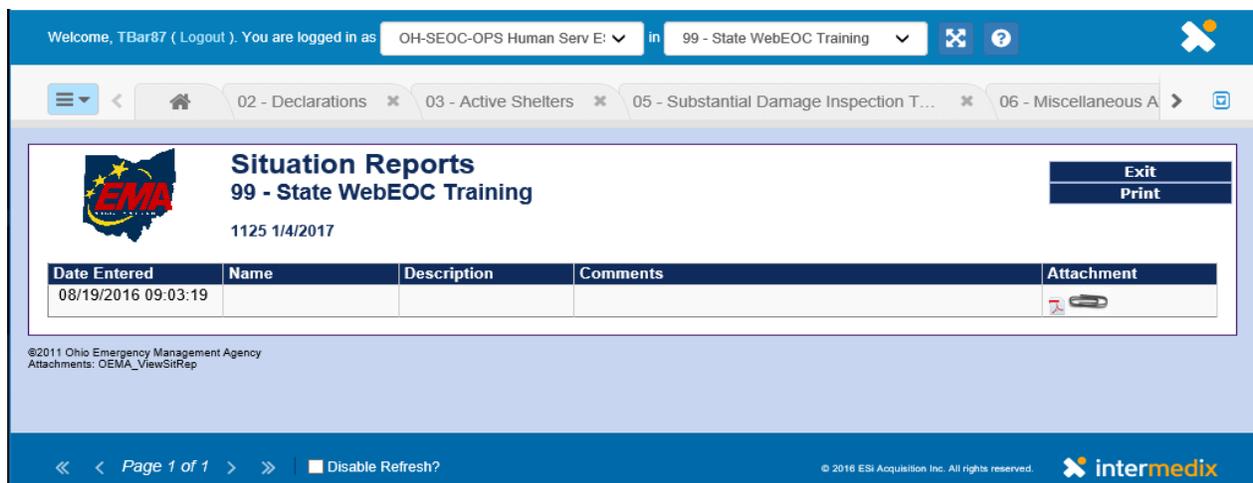
1235 1/4/2017

County	Title	Date/Time	Press Release
99 - State WebEOC Training			

- f. Clicking **06- Incident Action Plans** will open the Incident Action Plan board in a new tab. Once Incident Action Plans are developed and approved, a copy will be uploaded and saved to this board.



- g. Clicking **07 – Situation Reports** will open the Situation Reports board in a new tab. Situation Reports are usually compiled at least once each day by the State Emergency Operations Center. Once these reports are approved, a copy will be saved to this board. County situation reports may also be uploaded and saved to the Situation Reports board as well.



- h. Clicking **08 – Declarations** will open the Declarations board in a new tab. State, County and local declarations that have been submitted to Ohio EMA will be saved to the Declarations board and available for view.

- i. Clicking **09 – Safer Ohio Repository** will open the Safer Ohio Repository board in a new tab. The Safer Ohio Repository board is a shared board that loads the information that is entered into the Safer Ohio Repository website. The Safer Ohio Repository website was developed to share incident information with local first responders across Ohio.

Record No	Entered By	Type	Incident	Location	Last Update	Details
285	Safer Ohio Repository 09/29/2016 13:54:00		I 80 Tanker Crash MP 228 Trumbull County Trumbull County At 0608 hours, the Warren State Patrol Post responded to a gas tanker commercial crash on IR 80 eastbound near mile post 228 in Liberty Township. The tanker was hauling 8,000 gallons of fuel and reportedly struck a pothole and traveled off the right side of the road and overturned. The tanker became fully engulfed in flames. A passenger car and semitruck empty parked behind to assist and both vehicles were engulfed by the flames. The drivers in all three vehicles made it out safely. The eastbound and westbound lanes are closed at this time. The fire department and Hazmat are on scene and EPA has been notified.		09/29/2016 13:54:05	Detail
283	Safer Ohio Repository		20160912 AMBER Alert AMBER Alert for Robin C. Roberts		09/12/2016 23:43:59	Detail

- j. Clicking **10 – Individual Assistance** will open the Individual Assistance board in a new tab. The Individual Assistance board is a view only board to share completed and verified Damage Assessment information from the Individual Assistance program.

Individual Assistance (IA) Homes and Businesses
Incident: 99 - County WebEOC Training
1449 6/23/2017

Report Totals:		NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
County	Report Status	#Destroyed	#Major	#Minor	#Affected	Total Uninsured	Total Impacted	#Inaccessible	Details	Last Update	Attachments
<p style="color: red; text-align: center;">These figures have been verified by Ohio EMA recovery staff for insurance and degree of damage.</p>											

- k. Clicking **11 – Public Assistance** will open the Public Damage Assessment board in a new tab. The Public Assistance board is a view only board to share completed and verified Damage Assessment information from the Public Assistance program.

Public Damage Assessment - View
Incident: 99 - County WebEOC Training
0927 6/26/2017

	A.Debris Clearance	B.Protective Measures	C.Road Systems	D.Water Control Facilities	E.Building, Facilities, Equipment	F.Utilities	G.Parks and Recreational	Grand Total
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
County	Grand Total						Currently Short(+) / Above(-)	
Total:	\$0.00							

- l. Clicking **12 – LEPC Spill/Release Reports** will open the LEPC – Oil Spill and Hazardous Substance Spill/Release Report board in a new tab. The LEPC Spill/Release Reports board is a view board that was developed to share Hazardous Materials spill and release information.

LEPC - Oil Spill and Hazardous Substance Spill/Release Report
1452 6/23/2017

Report ID	Name	Type	Status	County	Township/Jurisdiction/Address	Incident Date/Time	Responsible Name/Organization	Source/Cause	Quantity/Type	Response	EPA report	Attachment	View Details	Last Updated
132	Transportation spill	Fuel/Oil Spill	New	Franklin	Dublin RT 33 east bound exit 17A	06/21/2017 19:35:00		Unknown	1 gal. poss diesel fuel from saddle tank	Clean up crew en route to investigate. Driver thinks it may be water	N/A		Details	Steven Smith OH-PRAN-EMA Director 06/23/2017 09:54:54
131	Franklin county report	Fuel/Oil Spill	New	Franklin	Blacklick 111 Of Dr	06/15/2017 09:58:18	SR&K Inc	equipment malfunction	30 gal	Columbus Fire,	N/A		Details	Steven Smith OH-PRAN-EMA Director 06/15/2017 16:05:09

B. County EMA/Ohio EMA Directory

Clicking the “triangle” next to **County EMA/Ohio EMA Directory** under **Menus** in the **Control Panel** will expand the **County EMA/Ohio EMA Directory** menu selection.



a. Clicking **01 - County EMA Directory** will provide a listing of each of the 88 county EMA directors and their contact information.

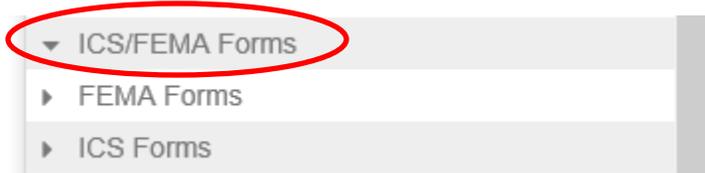
Director	Office No.	EMA	Cell	Home	Pager	Email	View
Hovelt, Karen	937 544-4123	Adams Co Emergency Mgmt.	937-763-2180			adamema1@ohio.com	Details
Berger, Thomas	419 995-1404	Allen Co Office of Homeland Security & Emerg Mgmt	567 242-9074	419-227-3535	419 995-1800	tberger@allencountyohio.com	Details
Rafeld, Mark	419 282-4272	Ashland Co Office Homeland Security & Emerg Mgmt	419 651-3234	419 289-2201		mrafeld@ashlandcountyohio.com	Details
Fritch, Mike	480 376-9348	Ashland Co Emergency Mgmt.	480 862-3995	480 363-9265		mfritch@ashlandcountyohio.com	Details
Julian Rockhold (Interim)	740 594-2261	Athens Co Emergency Mgmt.	740-274-6501			jkuloran@athensohio.org	Details
Anderson, Troy	419-739-6725	Auglaize Co Emergency Mgmt.	419 733-3857	419-629-1805		tanderson@auglaizecountyohio.com	Details
Travis, Dave	740 695-5984	Belmont Co Emergency Mgmt.	740 391-0201		1-877-707-4295 #417	emergency_management@co.belmont.oh.us	Details
Davis, Barb	513-748-7788	Brown County Department of Public Safety Services	937-378-1658			bdavis@browncountyohio.gov	Details
Haverkos, Matthew	513 785-5810	Butler Co Emergency Mgmt.	513-306-6488		513-306-6488	HaverkosM@butlercountyohio.gov	Details
Cobbie, Tom	330 627-5003	Carrick Co Disaster Svcs.	330-388-2362			tcobbie@carricountyohio.us	Details
Freeman, James	937 484-1642	Champaign Co Emergency Mgmt., Office of Homeland Security	937 213-1889			jfreeman@co.champaign.oh.us	Details
D'Allesandro, Lisa	937 521-2175	Clark Co Emergency Mgmt.	937 605-0576	937 629-0599		ldallesandro@clarkcountyohio.gov	Details
Heverlos, Pam	513 732-7661	Clermont County Emergency Management Agency	513-470-3174			phaverlos@demostocountyohio.gov	Details
Jennifer Kaehler	937-382-6673	Cleburn Co Emergency Mgmt.	937-527-6191			ccemal@clerburnohio.com	Details
Clark, Peggy	330 424-9725	Columbiana Co Emergency Mgmt.	724 312-7144			peggy.clark@co.columbiana.org	Details
Hobartson, Rob	740 625-3984	Coshocton Co Office of Homeland Security & Emerg Mgmt	740 610-7609	740 824-3445		robhobartson@coshoctoncounty.net	Details
Kirk Williamson	419 562-6009	Crawford Co Emergency Mgmt.	419-834-0758			ccem@cranford-co.org	Details
Christie, Mark	216-443-5888	Cuyahoga OH Emergency Management Administration	216-299-1795			mchristie@cuyahogacountyohio.us	Details
Caylor, Mandy	937 540-3444	Darke Co Office of Homeland Security & Emerg Mgmt	937 423-9777			mandy@darkecountyohio.us	Details
Rittenhouse, Julie	419 782-1130	Defiance Co Emergency Mgmt.	419 770-3715	419 497-2117	419 782-3715	emad@defiance-county.com	Details
Hiller, Sean	740 823-2180	Delaware Co Emergency Mgmt.	614 826-8863		740 548-9124	sean@delawareco.ohio.gov	Details
Joneson, Tim	419 627-7617	DeWitt Co Office of Homeland Security & Emerg Mgmt	419 656-1299	419 625-0125	419 415-0584	twjoneson@de Wittcountyohio.gov	Details
Kochis, Jon	740 634-4357	Fairfield Co Emergency Mgmt.	740 438-5304			jkochis@co.fairfield.oh.us	Details
Havens, Melissa	740 335-8294	Fayette Co Emergency Mgmt.	740 572-1879			Melissa.Havens@fayette-co.oh.com	Details
Young, Jeffrey J.	614 794-0213	Franklin Co Office of Homeland Security & Emerg Mgmt	614 209-8509			jyoung@franklincountyohio.gov	Details
Rebecca Gobbe	419 337-9207	Fulton Co Emergency Mgmt.	419-583-6018	614-488-6098		beckygobbe@fultoncountyohio.com	Details

b. Clicking **02 – Ohio EMA Staff Directory** will provide a listing for all Ohio EMA personnel and their contact information.

Name	Office No.	Position	Email
Adcock, Laura	(514) 799-3667	Recovery Branch Chief	ladcock@dps.ohio.gov
Amatos, Michael	(514) 799-4500	Public Safety Intelligence Analyst	mdamatos@dps.ohio.gov
Assessment Jim	(514) 799-3904, 3906, 3910, 3911, 2912, 3897		
Assessment Jim	(514) 799-3904/06/09/10/11/12 & 3897		
Bennett, Joe	(514) 799-3639	Infrastructure Specialist	jbennett@dps.ohio.gov
Bertonaschi, Steve	(514)799-3651	Radiological Analyst Supervisor	sbertonaschi@dps.ohio.gov
Bisang, Amanda	(514)799-3601	Inventory Control Specialist 2	abisang@dps.ohio.gov
Black, Christopher R.	(514) 799-3643	Infrastructure Specialist	crblack@dps.ohio.gov
Blackwell, Kelli	(514) 799-3694	Public Information Specialist	kblackwell@dps.ohio.gov
Bleaser, Budi	(514) 799-3625	Disaster Service Consultant 2	rbleaser@dps.ohio.gov
Bouska, Brigitte	(514) 799-3671	Disaster Services Consultant 2	bbouska@dps.ohio.gov
Byers Heather	(514) 799-3830	Planner 3	
Carvey, Jay	(514) 799-3695	Public Information Officer	jscarvey@dps.ohio.gov
Castner, Brian L.	(514) 799-3645	Communications Supervisor	bcastner@dps.ohio.gov
Chubb, Cheryl	(514) 799-3676	Radiological Analyst	chubb@dps.ohio.gov
Clayton, Phil	(513) 512-1324	Southwest Region Supervisor	philclayton@dps.ohio.gov
Clevidence, Daniel	(514) 799-3533	Disaster Service Consultant 2	DTClevidence@dps.ohio.gov
Clouse, Keven	(514) 889-7163	Disaster Service Consultant 2	kclouse@dps.ohio.gov
Corpus, John	(514) 799-6622	RAD Instr Tech	jcorpus@dps.ohio.gov

C. ICS/FEMA Forms

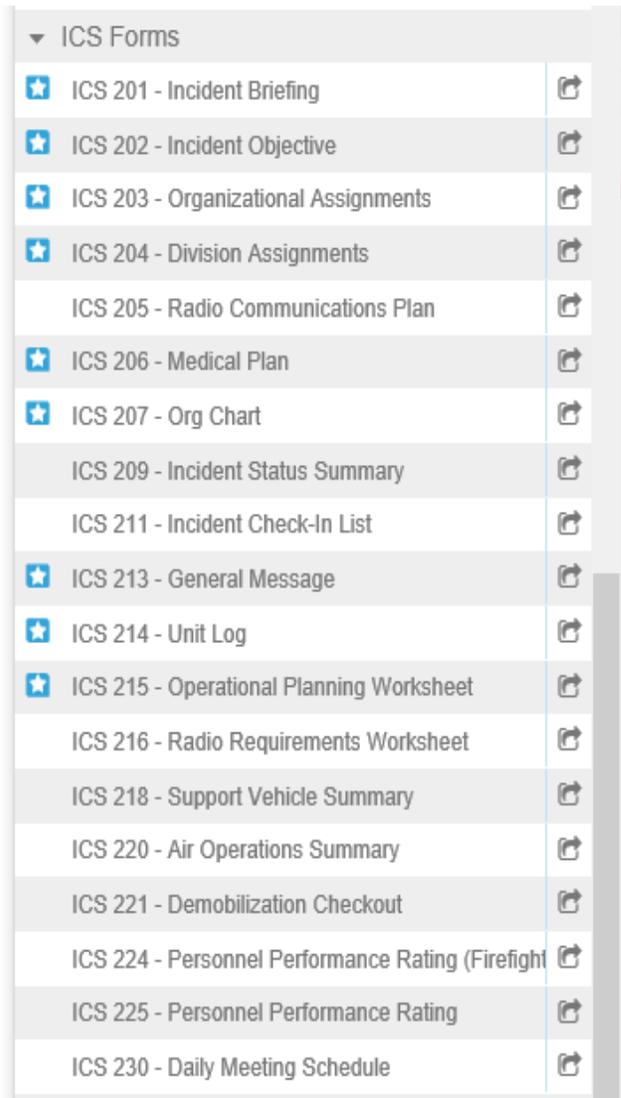
Clicking the “triangle” next to **ICS/FEMA Forms** under **Menus** in the **Control Panel** will expand the **ICS/FEMA Forms** menu selection.



- a. Clicking **FEMA Forms** will provide a list of commonly used FEMA forms in fillable PDF format.



- b. Clicking **ICS Forms** will provide a list of commonly used ICS form in fillable PDF format.

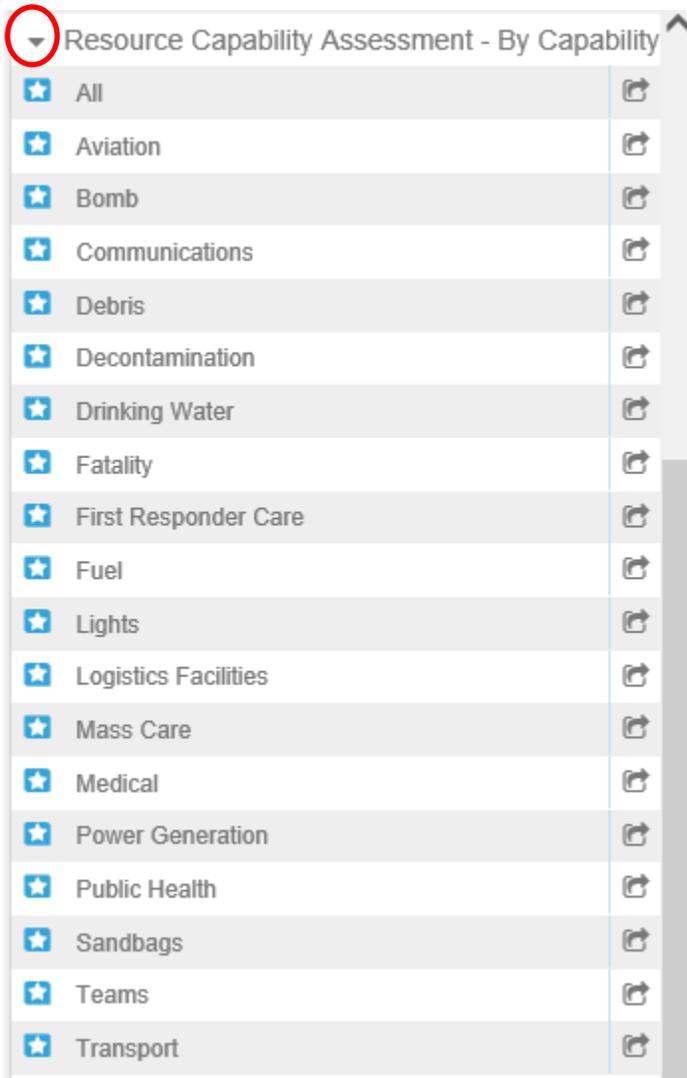


The screenshot shows a dropdown menu titled "ICS Forms" with a downward arrow. The menu contains a list of 20 items, each with a blue star icon on the left and a document icon on the right. The items are: ICS 201 - Incident Briefing, ICS 202 - Incident Objective, ICS 203 - Organizational Assignments, ICS 204 - Division Assignments, ICS 205 - Radio Communications Plan, ICS 206 - Medical Plan, ICS 207 - Org Chart, ICS 209 - Incident Status Summary, ICS 211 - Incident Check-In List, ICS 213 - General Message, ICS 214 - Unit Log, ICS 215 - Operational Planning Worksheet, ICS 216 - Radio Requirements Worksheet, ICS 218 - Support Vehicle Summary, ICS 220 - Air Operations Summary, ICS 221 - Demobilization Checkout, ICS 224 - Personnel Performance Rating (Firefight), ICS 225 - Personnel Performance Rating, and ICS 230 - Daily Meeting Schedule.

ICS Form Name	Star Icon	Document Icon
ICS 201 - Incident Briefing	★	📄
ICS 202 - Incident Objective	★	📄
ICS 203 - Organizational Assignments	★	📄
ICS 204 - Division Assignments	★	📄
ICS 205 - Radio Communications Plan		📄
ICS 206 - Medical Plan	★	📄
ICS 207 - Org Chart	★	📄
ICS 209 - Incident Status Summary		📄
ICS 211 - Incident Check-In List		📄
ICS 213 - General Message	★	📄
ICS 214 - Unit Log	★	📄
ICS 215 - Operational Planning Worksheet	★	📄
ICS 216 - Radio Requirements Worksheet		📄
ICS 218 - Support Vehicle Summary		📄
ICS 220 - Air Operations Summary		📄
ICS 221 - Demobilization Checkout		📄
ICS 224 - Personnel Performance Rating (Firefight)		📄
ICS 225 - Personnel Performance Rating		📄
ICS 230 - Daily Meeting Schedule		📄

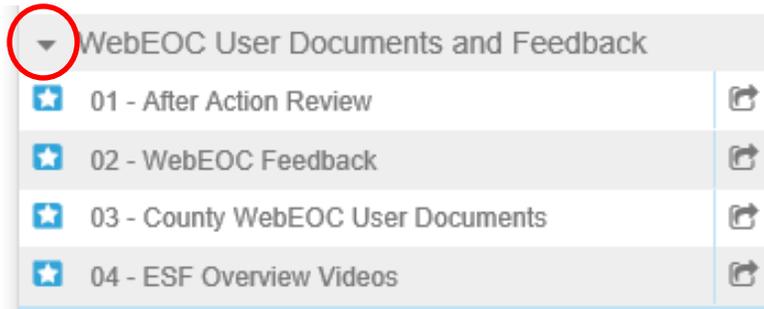
D. Resource Capability Assessment – By Capability

Clicking on the “triangle” next to **Resource Capability Assessment – By Capability** will provide a listing of resources by capability. Clicking on a particular resource will open a listing of resources of that type that have been submitted by both state and local partners.

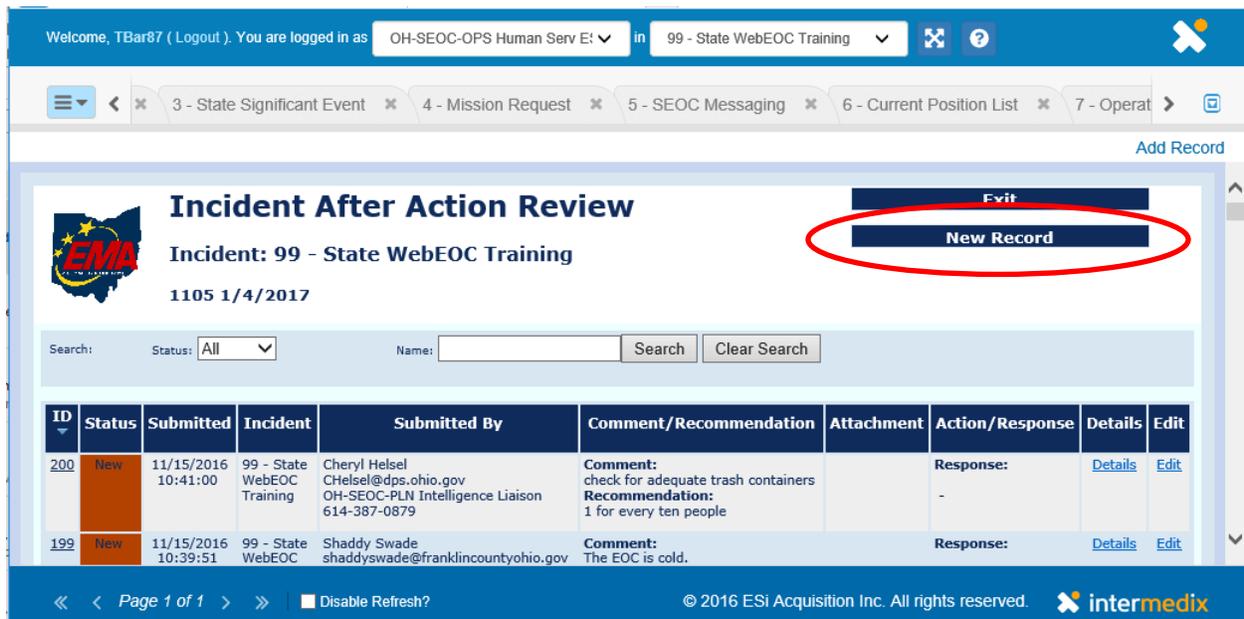


E. WebEOC User Documents and Feedback

Clicking the “triangle” next to **WebEOC User Documents and Feedback** will expand the **WebEOC User Documents and Feedback** menu.



- a. Clicking on **01 - After Action Review** will open the **Incident After Action Review** board in a new tab. The After Action Review board provides users the opportunity to document best practices and/or items of note that need to be reviewed following an incident or exercise.



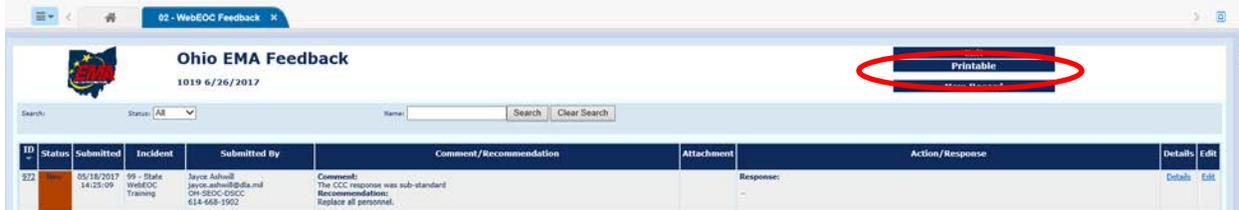
- i. To enter a new after action review item, click on New Record.

- ii. Enter information in the comment and recommendations fields. You can also add one attachment if needed. Once all comments and recommendations have been completed, click "Save". Your page will refresh and your new entry will be listed at the top of the **Incident After Action Review Board**

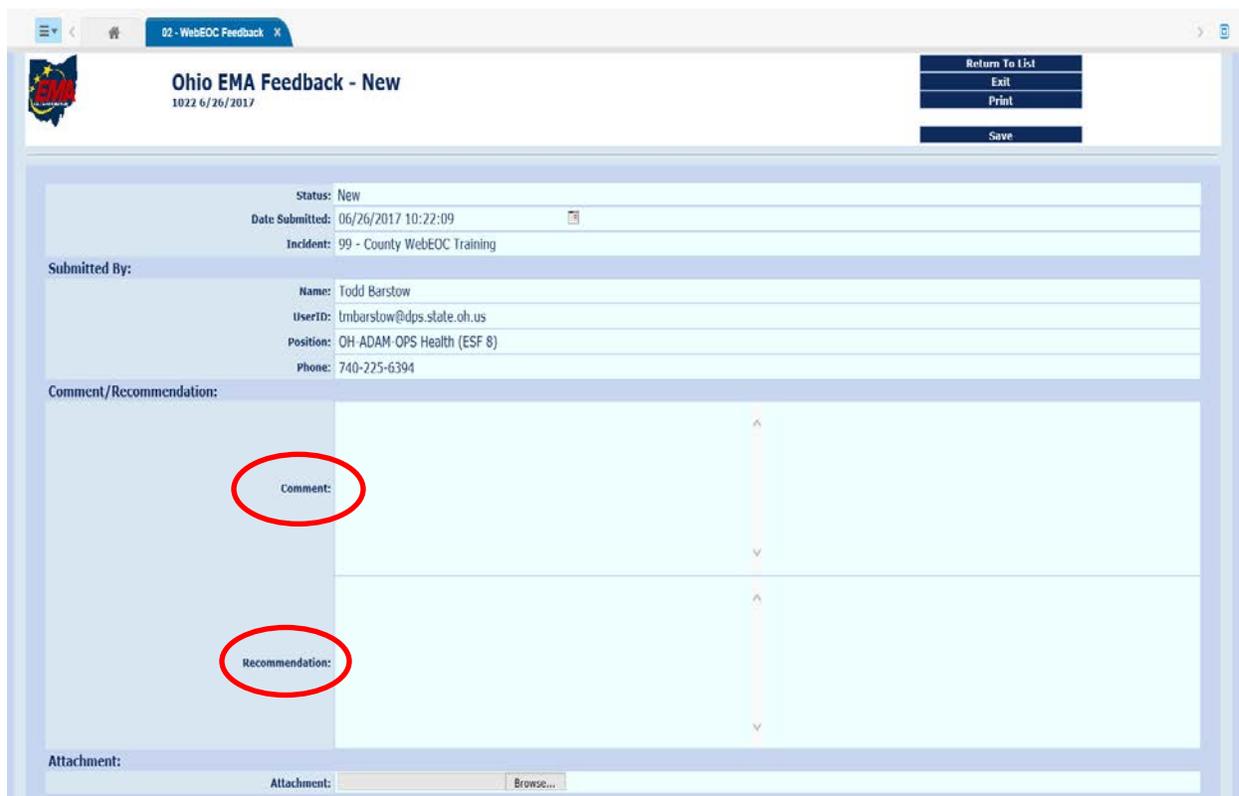
The screenshot shows the 'Incident After Action Review - New' form. At the top right, there are buttons for 'Return To List', 'Exit', 'Print', and 'Save' (circled in red). The form fields are as follows:

Status:	New
Date Submitted:	01/04/2017 11:08:03
Incident:	99 - State WebEOC Training
Submitted By:	
Name:	Todd Barstow
UserID:	TBar87
Position:	OH-SEOC-OPS Human Serv ESF 06-OEMA
Phone:	614-799-3670
Comment/Recommendation:	
Comment:	
Recommendation:	
Attachment:	

- b. Clicking **02 - WebEOC Feedback** will open the **WebEOC Feedback** board in a new tab. This board provides users the opportunity to document errors and suggestions to be reviewed by WebEOC Administrators.
 - i. To enter a new WebEOC Feedback item click “New Record”.



- ii. Enter the information in the comment and recommendations fields. A field to add an attachment is also available. Once completed, click “Save”. Your page will refresh and your new entry will be listed at the top of the WebEOC Feedback Board.



- c. Clicking **03 – County WebEOC User Documents** will open the **County WebEOC User Documents** board in a new tab. The **County WebEOC User Documents** board provides users a variety of user manuals and quick reference guides associated with the County WebEOC User and Control Panel.

View	Name	Description	Comments	Version	Type	Last Updated
View	County Admin Training Manual	County Admin Training	Focus on admin functions.		County User Manual	03/23/2016 11:32:02
View	County Edit Menu Instructions	County Boards Administration Information	Position specific administration		County User Manual	12/04/2015 08:47:03
View	County Instructions For Entering A State Mission/Resource Request	Instructions For Entering A State Mission By A County	Quick Reference	20141022	County User Manual	10/22/2014 13:24:29
View	County PPE User Manual	User Manual for County PPE Boards		2/2016	County User Manual	03/23/2016 14:32:36
View	County User Training Manual	County Basic User Training	Focus on initial login and core functions.		County User Manual	03/23/2016 11:32:22
View	Delaware County WebEOC manual	Delaware County WebEOC manual	Instruction manual for Delaware County WebEOC users with process flow information		County User Manual	09/29/2014 14:35:31
View	Pro Planned Events - GG9 Training Manual	Training for GG9 Event Coordinators	Focus is on training EOC, Health and Medical, LE/Security and Transportation Group members on maintaining events records.		County User Manual	09/29/2014 14:34:56
View	Procedure for requesting Portable Emergency Power Generator Resources	The Ohio Emergency Management Agency (OEMA) has procured 9 state-owned trailer mounted portable electric power generators for emergency response use.	These are pre-positioned at 9 regional locations around the state and are available to county EMA's and state agencies upon request and after Ohio EMA evaluation and approval.	20141031	County User Manual	11/10/2014 09:20:57
View	Quick Reference - County Status Board	Instructions for Using the County Status Board	Step by step process for updating the County Status Board.		County User Manual	09/30/2014 13:46:51

- d. Clicking **04 – ESF Overview Videos** will open the **ESF Overview Videos** board in a new tab. The **ESF Overview Videos** board provides users with brief videos that outline the function of each of the state 15 Emergency Support Functions.

View	Name	Description	Comments	Version	Type	Last Updated
View	ESF-01	Transportation	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:55:42
View	ESF-02	Communications	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:55:51
View	ESF-03	Engineering And Public Works	OEMA Training Video	20140927	OEMA Training	09/30/2014 13:50:04
View	ESF-04	Firefighting	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:56:13
View	ESF-05	Information And Planning	OEMA Training Video	20140927	OEMA Training	09/30/2014 13:50:22
View	ESF-06	Mass Care	OEMA Training Video	20140927	OEMA Training	09/30/2014 13:56:30
View	ESF-07	Resource Support	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:56:54
View	ESF-08	Public Health And Medical	OEMA Training Video	20140927	OEMA Training	09/30/2014 13:57:02
View	ESF-09	Search And Rescue	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:57:22
View	ESF-10	Hazardous Materials	OEMA Training Video	20120922	OEMA Training	09/30/2014 13:57:31
View	ESF-11	Agriculture	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:57:38
View	ESF-12	Energy	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:57:45
View	ESF-13	Law Enforcement	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:57:54
View	ESF-14	Recovery And Mitigation	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:58:07
View	ESF-15	Emergency Public Information And External Affairs	OEMA Training Video	20140922	OEMA Training	09/30/2014 13:58:16

7. Tools

Current Users Logged In

The Current Users Logged In board provides a list of all users that are currently logged in to WebEOC. The information provided is specific to either the Training site or Operational site, depending on which site you are using.

The screenshot shows a browser window with the title 'Current Users Logged In'. Below the title is a 'Sessions' section. At the top left of the table, it says '1 - 5 of 5'. At the top right, there are 'Filter' and 'Clear' buttons. The table has five columns: 'User', 'Position', 'Incident', 'Name', and 'Time In'. There are five rows of data.

User	Position	Incident	Name	Time In
dikoerbe@franklincountyohio.gov	OH-FRAN-EXEC EOC Director	25 - FRAN Daily Ops 2017	Darrel Koerber	06/26/2017 08:53:19
EOC@franklincountyohio.gov	OH-FRAN-EMA Director	25 - FRAN Daily Ops 2017	Franklin County EMA	06/26/2017 08:15:22
sesmith@franklincountyohio.gov	OH-FRAN-EMA Director	25 - FRAN Daily Ops 2017	Steven Smith	06/26/2017 08:00:36
tmbarstow@dps.state.oh.us	*OH-SEOC-OPS Admin	99 - State WebEOC Training	Todd Barstow	06/20/2017 09:44:51

By clicking on the users name, you can view the “Additional Login Information” provided by the user when logging in.



Session Information

tmbarstow@dps.state.oh.us

Name: Todd Barstow
Location: Ohio EMA
Phone Number: 740-225-6394
Email: tmbarstow@dps.ohio.gov
Comments:

8. Login and Passwords

A. Changing Login and Additional Information

- a. Find and click on your **User ID** link located in the upper left corner of the **Home Page**.



- b. This will open up the **User Account** menu.
- c. Your username can only be changed by an administrator.
- d. To change your password, enter your current password in the **Old Password** field, enter your new password in the **New Password** field, and reenter your new password in the **Confirm Password** field. You must populate all three fields to reset your password.
- e. Enter a current email address in the **Primary Email** field if it is blank or the email entered is not current. The email entered here will be used for “Forgot Username/Password” retrieval.
- f. Enter an alternate email in the **Secondary Email** field (Optional).
- g. Do not alter the **Locale** or **Time Zone** fields.

User Account

Login Information	
User Name:	TBar07
Old Password:
New Password:
Confirm Password:
Primary Email:	tbarstow@dps.ohio.gov
Secondary Email:	<input type="text"/>
Locale:	<input type="checkbox"/> Override Server Locale English (United States)
Time Zone:	<input type="checkbox"/> Override Server Default Time Zone (UTC-05:00) Eastern Time (US & Canada) <input checked="" type="checkbox"/> Use Daylight Saving Time

- h. The **Real Name**, **Location**, and **Phone Number** fields display the information entered in the log in process. This information is only active for the current session. Information entered in these fields will be saved but will not update your current session without logging out of WebEOC, then logging back in.

- i. Click “Save” to save your changes or “Cancel” to exit without making changes.

B. Change Current Position

- a. Find and click on the **Position** drop down box in the top, center of the **Home Page**.



- b. The positions available to you will be included in this drop down box. Select the position you would like to work in and your WebEOC Control Panel will update based on the permissions of the position you selected.

C. Change Current Incident

- a. Find and click on the **Incident** drop down box located at the top, center of the home page.
- b. The dropdown will display all of the incidents in WebEOC that the position selected has permissions to view. Select the incident you would like to view and WebEOC will refresh with the selected incident information.

