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WebEOC Basic Information

- **What is WebEOC**
  - An Information based management system
  - Capability to manage several incident simultaneously
  - Provides situational awareness
  - Ability to request resources
  - Creates daily, monthly or incident reports

In addition to real-time access to information.

- WebEOC provides an extensive information retrieval and reporting capability.
- WebEOC is the primary situational awareness (SA) toll used by Colorado Division of Emergency Management.
- The system has been set up for use by all counties/tribes and some local municipalities for use during their daily operations.
- During any large scale incident this will be the primary system used for SA. Questions and use of the system can be directed to any DEM field manager or primary staff.

**NOTE:** Although there is an Email Notification System built into WebEOC is not monitored 24 hours a day. Please contact your CDEM Field Manager or Duty Officer to inform them of an incidents that is expanding or requesting resource support or creating an separate incident.

Before switching from the daily operations incident, make an entry identifying the incident you are moving to. Mark that entry for both regional and state notification.

CDEM Duty Officer – (303)- 472-4046
CDEM Operations Chief – (720)-852-6627
Or call 24-Hour Emergency Line – (303)-279-8855
This figure depicts organization and relationships of groups and positions at the County, Tribal and Municipal level within WebEOC.

- Individuals are assigned to positions. You may have an unlimited number of individuals assigned to each position.
- Each individual will have an unique login and password.
- End users have self registration and self password recovery once issued a PAC from County / Municipal WebEOC Administrator.

- **Emergency Services Branch**
  - ESF-4 Firefighting
  - ESF-9 Search & Rescue
  - ESF-10 Oil & Hazardous Materials
  - ESF-13 Law Enforcement

- **Infrastructure Branch**
  - ESF’s 1 & 3 Public Works and Transportation
  - ESF-2 Communications
  - ESF-12 Energy

- **Human Services Branch**
  - ESF-6 Mass Care
  - ESF-8 Public Health & Medical Services
  - ESF-11 Agriculture / Natural Resources

- **General Users**

- **Plans Section Users – ESF-5 Emergency Management / ESF-14 Recovery**
- **Logistics Section Users – ESF-7 Resource Management**
- **Finance and Administration Users – Finance Personnel**
- **County / Municipal Official Users – Elected Officials or Administrators**
- **ESF-15 External Affairs – Can utilize PIO Update Board or Main Board**
This figure illustrates the relationship and information flow between jurisdictional boards within WebEOC.

Data can be put in at every level and either pushed up or you can keep it at the local level.

**County Boards and Functions:**
- **County Law Boards** – Can Post Directly to the County Main Board or Regional Boards or keep internally if Law Enforcement Sensitive
- **Municipal Law Boards** – Can Post Directly to the County Law Boards / Regional Boards or keep internally if Law Enforcement sensitive
- **Municipal Main Boards** – Can Post Directly to the County Main Board / Regional Boards or State Significant Events Board
- **County Main Boards** – Can Post Directly to the Regional Boards / State Significant Events Board and Highway Corridor Boards

**Other Boards and Functions:**
- **CSEPP Board** – Specifically to Pueblo County Chemical Stockpile for On / Off Post Operations. Can post to Pueblo County / Regional and State Significant Events Boards
- **DOC Boards** – Dept. of Corrections have numerous facilities within the State that utilize WebEOC for internal daily operations. Can post to County / Regional Boards / State Significant Events Boards and to the ESF-13 Board and DOC Operations Board
- **CSP Boards** – Colorado State Patrol has Troop and District Level boards for internal daily operations and special events to include a CIAC & ESF-13 Board. Can post directly to County / Municipal Law Enforcement Boards / Regional & State Significant Events Board / ESF-13 and CIAC Board.
- **Highway Corridor Boards** – There are various Interstate Highway Corridor Boards which allows numerous Counties and Regions to view information. Can post directly to Regional and State Significant Events Boards
State Significant Events Boards

• The State Significant Events Board has an Email Distribution List that includes: CDEM Staff, State ESF Emergency Response Coordinators and various government officials to include Executive Directors, Cabinet Level Members and Governors Office Staff.
• This board is viewed all All-Users within WebEOC and can be posted to from various levels to include County / Regional and Agency Specific Boards.

Special Events Boards

• The Special Events board can be utilized for special events across the state and given to specific users or All-Users depending on the incident or event.

State ESF Boards

• State ESF Boards allows communication and coordination among that specific ESF to include agencies and/or departments. This also allows direct communications to the State EOC to its internal process for information sharing and situational awareness.
Site URL https://webeoc.colorado.gov/eoc7/ (Copy and paste works best)

You can also go to the CDEM Website at:
http://www.colorado.gov/cs/Satellite/DOLA-Main/CBON/1251590375261

You must disable Pop-Up Blocker prior to using WebEOC.
- Go to Tools on your Internet Browser
- Go to Pop-Up Blocker
- Click on Turn-Off Pop-Up Blocker

If you’re a first time user please go to NEW USER ACCESS
First time Users will need to register for a new account

- Click the “New User? Click here to create an account” link to establish an account.

Create Account Screen

- If you are adding a new position to your account, please contact either a Regional Field Manager or the WebEOC system administrator.
- Currently all county/tribe and some municipality EM’S have their Position Access Codes (PAC) for use in their jurisdictions.
- The position and PAC will be provided by your county WebEOC administrator.
- All county administrators will have their positions and PACs for their users sent to them from the WebEOC system administrator.
- You must type or copy/paste your position name and Position Access Code (PAC) exactly as provided.

- Click “OK”
User Names:
- All user names need to be `firstname.lastname`, if the event your user name is already in use, use your middle initial.
- Use only lower case.
- See examples: fred.flinestone / barney.j.rubble

Passwords:
- Must be eight (8) characters in length and have at least 3 of the 4 type of characters in any order:
  - Lower case letter
  - Upper case letter
  - Number or special character.

You must type a password and primary Email address.

Email Address:
- The Email address will be used for password recovery, so use an Email that you have access to during you use of WebEOC.
- You do not need a secondary email.

NOTE: Do not select the “Override Server Default

Click “Save” a New Window should pop-up stating New User has been successfully created.
Click “OK” and Log-In
If you have lost your password or username, click on the forgot username/password link.

Select the appropriate Link:

- Select Retrieve Username if you can't remember your Username (Remember it is firstname.lastname)
- Select Reset Password if you can't remember your password or need to reset your password.
Retrieve Username

• To retrieve your username enter your registered email address and the system will send your username to your email account.

Reset Password

• To reset your password enter your username and email address.
• They system will send you a link to change your password to your registered email address.
• Click the link that is sent to you or copy and paste it into a browser.

• Once you have clicked the link it will bring you to what looks like the main login screen.
• Once here, enter your username and click “OK”.

DO NOT ENTER A PASSWORD HERE!
#1 – Clicking on your Name allows you to change your password or email address

#2 – Clicking on your Position allows your to change your position if you have more than one position to log on to.

- For example if you are a member of an Incident Management Team (IMT)

#3 – Clicking on Incident allows you to change the incident you are logged onto or to a training or exercise event.

#4 - Clicking here allows you to open the board. If the link is red it means there is new data. If the link is grayed out, you can not open a display view.

#5 - By clicking here you can input a new record into the board.

#6 - If this box has a red X it you can close the open board.
This allows the User to change information internally within WebEOC.

• You change username
• Update your password
• Change / Update your email address
This allows the User to Select a New Position

- You can change positions without having to log-off and log back on to WebEOC.
- You will need to be registered for that position to get access. **SEE BELOW**
- If you need access to another position contact your County / Municipal WebEOC Administrator, who will verify the access needed and issue the Position Access Code for (PAC) that position.
- The County / Municipal WebEOC Administrator should contact CDEM WebEOC Administrator or CDEM Operations to provide access to the requested position.
- Numerous Users have several positions within WebEOC.
  - Some Users are on IMT’s
  - Some Users have agency / department roles and also State EOC Roles and Functions.
  - Some Users could have multiple County or Municipal Roles and Functions.

Click “Register for a Position” to register for another position
This allows the User to Select a New Position

- You can change positions without having to log-off and log back on to WebEOC.
- You will need to be registered for that position to get access.
- If you need access to another position contact your County / Municipal WebEOC Administrator, who will verify the access needed to that position.
- The County / Municipal WebEOC Administrator should contact CDEM WebEOC Administrator or CDEM Operations to provide access to the requested position.
- Numerous Users have several positions within WebEOC.
  - Some Users are on IMT's
  - Some Users have agency / department roles and also State EOC Roles and Functions.
  - Some Users could have multiple County or Municipal Roles and Functions.
County / Municipal WebEOC Board Overview

RSS Feeds and Links:
- CNN.com – Provides up to date feeds from CNN.com
- NWS Feeds – Provides up to date weather conditions throughout the state.
- NWS Story Board – Provides the days current forecasted weather conditions for the specific regions.
- NWS Radar Link – Provides the current radar conditions from the National Weather Service Station.
- Regional Emergency Management Websites

Board Functionality

- New Entry Button: Allows you to enter a new entry into WebEOC with data links to other boards.
- Show Today Records Button: Shows only the entries entered in that day.
- Edit / Update Button: Allows you to update your last entry
- Provides Date / Time of Entry
- Provides position title who made the entry
- Provides name of person who made the entry
- Provides Address / Location to the entry made to include WebEOC Mapper and Longitude and Latitude coordinates.
- Provides any attachments of documents to the entry
- Provides Computer Aided Dispatch (CAD) numbers pertinent to the entry
- Provides WebEOC record number for the entry
New Record Entry

Box # 1
- Save Button: Click “Save” to post your entry into WebEOC.
- Spell Check Button: Allows you to check spelling within your entry.
- Cancel Button: Gives you the opportunity to cancel your entry into WebEOC.
- Use the data links to post this information to other boards by clicking the check box next to the board you wish to post to.

Box # 2
- The current date and time are the default time and date.
- Pick the applicable event type.
- Pick the priority based on your operations.

Box # 3
- The blocks here are used for the Mapper program.
- You can enter a physical address and click “Get Address” and the system will geo-locate your address and add the LAT/ LON.
- You can also add the LAT/LON click “ Get Address” and it should give you a real address.
- Clicking on the “Map It” button will open a new window with a mapping program.

Box # 4
- Description: Enter a description of the event, please be as detailed as possible.
- CAD#: The CAD number is not integrated with the computer aided dispatch system, therefore this entry is for information only, but you can use it for cross reference.
- Attachment: You can add 1 attachment to the entry.
When using the Edit/Update Button this is the entry screen. Enter information in the “New Entries/Update” box and select the “Update” button then click on “Save”.

Click on “Edit / Update”
Road Closure Board Display View Provides the following information:

- **Name of Road Closed**
- **Address** – Location of the closure should include County Roads or Mile Markers of the closures
- **Latitude** – Coordinates
- **Longitude** – Coordinates
- **Time / Date Closed** – Provides the Date / Time of the closing of the road.
- **Time / Date Opened** – Provides the Date / Time the road was opened.
- **Status** – Gives current status of the road closure.
- **Reason for Closure** – Provides an explanation of why the road was closed.
New Entry – Road Closure

Enter the Following Data:

- **Name of Road**: Enter the Name of the Roadway that is closed.
- **Time and Date of Closed**: This is auto-populated.
- **Time and Date of Closed**: This is auto-populated with updating Status to Open
- **Status**: Provides status updates of Closed or Open
- **Priority**: There are 5 Levels of Priority (Pick the appropriate priority from the road closure)
- **Address**: Enter the address of the roadway closed for example (Kiowa CR 49 and CR 3, Eads, Colorado)
- **Get Address Button**: After entering the Address Field click on the “Get Address” button and this will pre-populate the Latitude and Longitude Fields.
- **Map It Button**: Click on the “Map It” Button and it will automatically send the location to WebEOC Mapper.
- **Label**: Enter the appropriate label for the road closure.
- **Latitude**: This is auto-populated when using the Get Address Button or you can fill in the coordinates.
- **Longitude**: This is auto-populated when using the Get Address Button or you can fill in the coordinates.
- **Reason for Closure**: Provide a detailed description for the closure, you can include an estimated time of opening also.
- **Repair and Status**: Provide a detailed description if the road is closed due to maintenance or repairs.
Shelter Board – Display View

• Name of Shelter
• County – The County the shelter is located in.
• Type of Shelter - ARC Shelter, ARC Partner, County Shelter, Adhoc Shelter.
• Status – Closed, Full, Open or Standby.
• Capacity – What is the capacity of the shelter.
• Occupancy – What is the current occupancy level in the shelter.
• Available - How many spaces are available in the shelter currently.
• Adhoc – Will identify if this was a Adhoc created shelter.
• ARC – Will Identify if the shelter is an ARC Shelter
• SN – Will identify if the shelter is Special Needs capable.
• PF – Will identify if the shelter is Pet Friendly
• Edit – The Edit button will allow you to edit / update the shelter status.
• Detail – The Detail button will allow you so see all the information about the shelter.

At the Top of the Display View you can sort through the Shelter list by Status.
New Entry – Shelter Board

Enter the Following Data:

- **Name:** Enter the Name of the Shelter being established
- **Address:** Enter the address of the roadway closed for example (1305 Goff St, Eads, Colorado)
- **Get Address Button:** After entering the Address Field click on the “Get Address” button and this will pre-populate the Latitude and Longitude Fields.
- **Map It Button:** Click on the “Map It” Button and it will automatically send the location to WebEOC Mapper.
- **Latitude:** This is auto-populated when using the Get Address Button or you can fill in the coordinates.
- **Longitude:** This is auto-populated when using the Get Address Button or you can fill in the coordinates.
- **County:** Enter the Name of the County the shelter is being established in.
- **Capacity:** Enter the total capacity level for the established shelter.
- **Occupancy:** Enter the total occupancy number for the established shelter.
- **Shelter Data Boxes:** Click the appropriate Data Boxes for the capabilities available at the established shelter.
- **Title:** Enter the title of the person running the shelter. (Shelter Manager)
- **Name:** Enter the name of the person running the shelter.
- **Phone Number:** Enter the Phone Number to contact the shelter manager or to the shelter.
- **Remarks:** Enter any pertinent information relating to the shelter.
- **Adhoc:** Click on the Adhoc Data Box if this is a established shelter other than a ARC or County ran shelter.
New Entry – CSEPP Board

Enter the Following Data:
- **Date / Time:** This is field is auto-populated.
- **Event:** Enter the appropriate event type.
  1. **Non-Chemical Event**
  2. **Limited Area Emergency**
  3. **Post Only Emergency**
  4. **Community Emergency**
- **Exercise / Incident Data Circles:** Select the appropriate data circle to indicate if it is an exercise or an actual event.
- **Address:** Enter the address of the roadway closed for example (1305 Goff St, Eads, Colorado)
- **Get Address Button:** After entering the Address Field click on the “Get Address” button and this will pre-populate the Latitude and Longitude Fields.
- **Map It Button:** Click on the “Map It” Button and it will automatically send the location to WebEOC Mapper.
- **Latitude:** This is auto-populated when using the Get Address Button or you can fill in the coordinates.
- **Longitude:** This is auto-populated when using the Get Address Button or you can fill in the coordinates.
- **Map Label:** Provide the appropriate map label when using the WebEOC mapper function.
- **Description:** Provide a detailed description of the exercise or incident.
- **CAD #:** Allows you to enter a Computer Aided Dispatch tracking number.
- **Attachment:** Allows you to attach a document to the entry.
**Menus:**
- Colorado Resource Coordination Boards – Current process to request resources through WebEOC.
- FM EOC Forms – Gives access to some commonly used ICS / EOC Forms.
- Highway Corridor Boards – Gives you access to all the Main Highway Corridors to include: I-25 North and South, I-70 East and West and I-76 Corridor.

**Tools**
- Admin allows Basic users to create: Incidents and Reports at any level.
- Admin allows Full WebEOC Administrators to edit Users, Group and Position maintenance, Board Building and Board Maintenance.
- Chat allows users enter already created chat rooms or the ability to create their own chat room for direct or group communication during an incident, exercise or training.
- Checklists allows to access some pre-developed checklists
- Messages allows user to send and receive message internal to WebEOC or via email. This allows to send messages to users, specific positions or groups also allows to send attachments.

**Plugins**
- WebEOC Mapper allows user to map incidents.

**Links**
- Gives Users access to various links and reports that are created.
All CDEM Operations staff and County EM’s have the ability to create a new incident in WebEOC.

Here is how it is done.

• Log into WebEOC as usual, and then click the “Admin” hyperlink near the bottom of the control panel. (Main Board)

• This brings up the Administrator Console, which will look different to everyone based on their individual rights. Under incidents Section, click on “Incidents.”

Clicking on “Incidents” brings up a list of the State EOC incident already created.

If you are having problem contact your CDEM Field Manager or CDEM Operations Staff to assist you in creating a Incident, Training or Exercise Event.
• Scroll down until you see the “Add Incident” button on the right-hand bottom of the screen.
• Use this button to bring up the “Add Incident” screen which allows you to add a new incident.

Enter the Following Data

• “Name” in which you fill in the incident name you choose. (BE SURE TO NEVER USE ANY SYMBOL OR SPECIAL CHARATOR SUCH AS -_*#@)

• “Date” This is a pre-populated field based on the entry time, the date and time can be changed if needed.

• “Default” Check this to make this new incident the default incident choice for everyone who logs in (and has this incident made available to them). This is useful to make sure that during an incident, everyone who needs to will see the same log.

• “Groups” Highlight the _STATE STAFF, .SEOC Controller, SEOC Manager” in the left-hand box and then click the right arrow to move it into the right-hand or “Assigned” box. Do the same thing to the Group(s) in which this incident is occurring. This makes the incident visible and available to those groups of users. If you add _All Users then all users in WebEOC can view the incident.

• “Master Views” Click on “Daily Operations” in the Master View list and then click the right arrow to move “Daily Operations” in the “Assigned” box.

• When finished hit the “Save” button, then close the Admin window.
All CDEM Operations staff and County EM’s have the ability to create a Report in WebEOC.

Here is how it is done.

• Log into WebEOC as usual, and then click the “Admin” hyperlink near the bottom of the control panel. (Main Board)

• This brings up the Administrator Console, which will look different to everyone based on their individual rights. Under incidents Section, click on “Reporter”

If you are having problem contact your CDEM Field Manager or CDEM Operations Staff to assist you in creating a Report
This screen will give you access to Reports already created.

- To view a report already created click on Run icon for that specific report.
- To Create a Link click on Create Link icon for that specific report. This will be demonstrated later in the presentation.

How to Create a Report

- Scroll down until you see the “Add Report” button on the right-hand bottom of the screen.
- Use this button to bring up the “Edit Report” screen which allows you to create a new Report.
How to Create a Report

This is the Edit Report Screen

**Report Name:** Enter the name of your report here. (BE SURE TO NEVER USE ANY SYMBOL OR SPECIAL CHARACTER SUCH AS -_*#@)

**Data Source:** Select Archived Incident.  
• The Process is different for Active Incidents contact the CDEM WebEOC Administrator for assistance in creating a report for an Active Incident.

**Incident:** Select the Incident you are wanting to create the report from.

**Board / Table:** Select the WebEOC Board you are wanting to create the report from.

**Show updates:** Yes

**Custom:** No

Click on NEXT to continue to the next step.
How to Create a Report

This is the Edit Report Fields Screen

**Available Fields**: Choose from available fields select and click “Add Field”: a report might include the following.

- **username** – The Name of the person who made the entry.
- **positionname** – The Name of the position that made the entry.
- **entrydate** – The Date the entry was created.
- **event_type** – Type of Incident for that entry.
- **description** – Provides the text data entered about the entry.
- **description_update** – Provides the text date of an update entered about the entry.
- **address_location** – Provides the address or location of the entry.

**Displayed Fields**

- **Up Button**: Highlight the Field you would like to move up in any order and click “Up”.
- **Down Button**: Highlight the Field you would like to move down in any order and click “Down”.
- **Remove Button**: Highlight the Field you would like to remove from the Displayed Fields and click “Remove”

**Click on NEXT to continue to the next step.**
This is the Edit Report Sort Screen

Available Fields: Choose from available fields select and click “Add Field”: Chose the same field in the last time to SORT this might include the following.

- username – The Name of the person who made the entry.
- positionname – The Name of the position that made the entry.
- entrydate – The Date the entry was created.
- event_type – Type of Incident for that entry.
- description – Provides the text data entered about the entry.
- description_update – Provides the text date of an update entered about the entry.
- address_location – Provides the address or location of the entry.

- The SORT Function isn’t required to create a Report.

Displayed Fields

- Up Button: Highlight the Field you would like to move up in any order and click “Up”.
- Down Button: Highlight the Field you would like to move down in any order and click “Down”.
- Remove Button: Highlight the Field you would like to remove from the Displayed Fields and click “Remove”

Click on NEXT to continue to the next step.

This is the Edit Report Filter Screen: This is not needed

Click on FINISH to complete the process in creating the REPORT.
Only CDEM WebEOC System Administrators (This includes all CDEM Operations Staff) can create a Report Link.

Here is how it is done.

- Log into WebEOC as usual, and then click the “Admin” hyperlink near the bottom of the control panel. (Main Board)

- This brings up the Administrator Console, which will look different to everyone based on their individual rights. Under incidents Section, click on “Reporter”
This is the Report List Screen

Find the WebEOC Incident Report you are wanting to make a Link to.

Click on “Create Link” Icon to continue to the next step.
Here is how it is done.

- Log into WebEOC as usual, and then click the “Admin” hyperlink near the bottom of the control panel. (Main Board)

- This brings up the Administrator Console, which will look different to everyone based on their individual rights. Under User Section, click on “Groups”
Here is how it is done.

- In the Group List Board select the Group Name you wish to share the Report Link with.

- Click “Group Name” this will take you to The Edit Group Board.
Here is how it is done.

In the Edit Group Board go all the way down to Items.

- Select the Links Tab
- Find the Report in the available report field.
- Highlight the Incident Report you are wanting to make the link with.
- Click on the Arrow Button to assign the Incident Report to that group.
- In the Assigned Field after you push the Arrow Button you will see the report shows up in the Assigned Field.
- Click on “Save” to complete the process.

- The Incident Report will show up on the Main Board for that Group and Position at the bottom section under Links