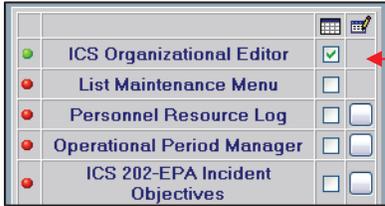


Basic steps to creating an IAP in WebEOC:

1. Define the Organizational Structure
2. Assign (check-in) staff to ICS positions.
3. Create a new Operation Period
4. Build the IAP

Step 1 – Define the Organization Structure



- Select the ICS Organizational Editor at the top of the IAP/SITREP Menu

- The Organizational Editor will be displayed. By default, WebEOC includes the standard ICS position list for Incident Command, Planning Section, Logistics Section, Finance Section and Operations.



Navigating the Organization Editor:
ICS Sections can be expanded and collapsed using the + and – signs. In addition, the option to Expand All and Collapse All are located at the top of the Organizational Editor window. The Save and Cancel button are located at the bottom of the Organizational Editor window.

- Add or remove ICS positions from the list as needed
** It is not necessary to remove positions. Before you build the IAP, WebEOC will let you know that positions exist without personnel assigned to them. You can still continue to build the IAP.*



- New positions are added at the level they report to. For example, looking at the picture to the left, the two division supervisor positions were added using the **Add Position** button next to the Ops Section Chief. In Division A, the two team leader positions were added using the **Add Position** button next to the Ops Division A Supr since the Team Leaders report to the Division Supervisor. Following that same method, the team member positions for each team were added at the Team Leader level for each team.

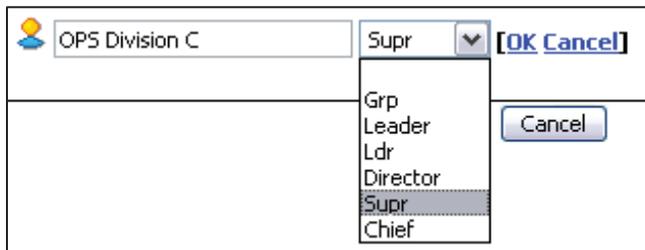
- The steps below describe adding a new Division (Division C) to the Operations Section.



- Since the Division C Supervisor reports to the Ops Section Chief, click the **Add Position** button next to the Ops Section Chief position



- A blank position box will be displayed at the bottom of the Operations Section



- Type the division name and select the position title from the drop-down box. Click **OK** when finished



- Use the **Add Position** button next to OPS Division C Supr to add the Team Leader position. Click **OK** when finished



- Use the **Add Position** button next to the Team Leder to add a Team Member. Since the position title (Member) is not in the drop-down box, type it directly in the first box. Click **OK** when finished



- Click the **Save** button at the bottom of the Organizational Editor for changes to be saved. Close the Organizational Editor

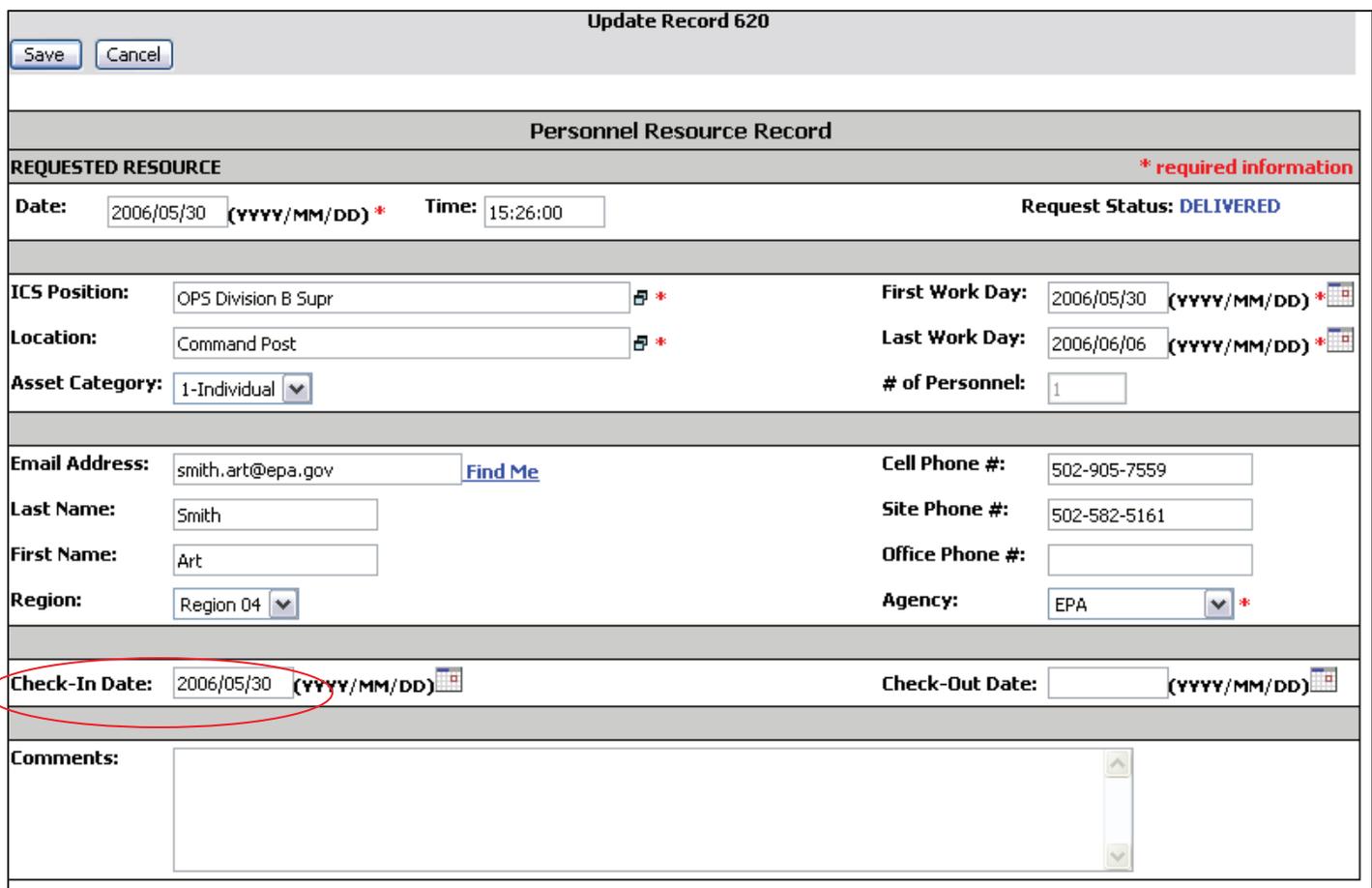
Step 2 - Assign staff to ICS Positions

- Select the Personnel Resource Log ops box for the IAP/SITREP Menu 
- Select the ICS Position to be filled and the remaining fields marked with a red asterisk
- Use the “Find Me” button to add an employee
 - o Type the employee’s last name in the e-mail box and click Find Me
 - o If their e-mail address has been added to any incident in WebEOC, their name will appear in a dialog box and when you click the Select button, their information will be populated in the resource details section of the personnel log.



The dialog box titled "Find Personnel" contains an "Email:" field with the text "gallo" and a "Find Me" button. Below this, a search result is displayed: "Gallo, Mark EPA 732-906-6871" with a "Select" button. At the bottom of the dialog is a "Close" button.

- Make sure Agency is completed in the resources details section as that information is used elsewhere in WebEOC.
- **Enter a date in the Check-In Date field.** This will mark the employee as “delivered” and their name will carry to the appropriate places when the IAP is generated.
- Repeat these steps until all of the employees are entered in the personnel log.



The form is titled "Update Record 620" and contains the following fields and sections:

- Buttons:** Save, Cancel
- Section Header:** Personnel Resource Record
- REQUESTED RESOURCE** (with a red asterisk indicating required information):
 - Date:** 2006/05/30 (YYYY/MM/DD) *
 - Time:** 15:26:00
 - Request Status:** DELIVERED
- ICS Position:** OPS Division B Supr *
- Location:** Command Post *
- Asset Category:** 1-Individual
- First Work Day:** 2006/05/30 (YYYY/MM/DD) *
- Last Work Day:** 2006/06/06 (YYYY/MM/DD) *
- # of Personnel:** 1

Employee Information:

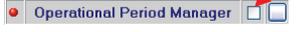
- Email Address:** smith.art@epa.gov [Find Me](#)
- Last Name:** Smith
- First Name:** Art
- Region:** Region 04
- Cell Phone #:** 502-905-7559
- Site Phone #:** 502-582-5161
- Office Phone #:**
- Agency:** EPA *

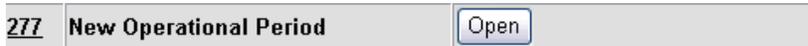
Check-In/Out Dates:

- Check-In Date:** 2006/05/30 (YYYY/MM/DD) *
- Check-Out Date:** (YYYY/MM/DD) *

Comments: (Empty text area)

Step 3 – Open an new Operational Period

- Select the Operational Period Manager ops box for the IAP/SITREP Menu 
- Complete the fields in the Operational Period Manager and click Save
- Select the Operational Period Manager view box from the IAP/SITREP Menu 
- Click the Open button next to the Operation Period you just created



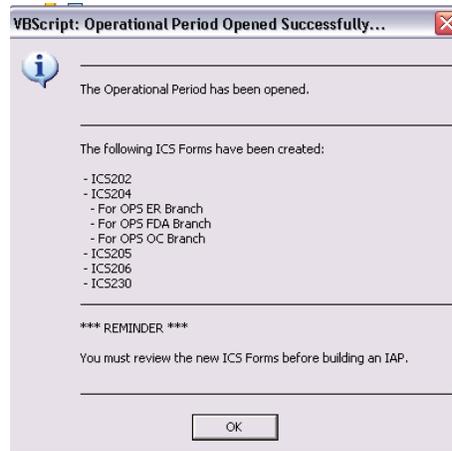
NOTE – When you click the open button, WebEOC will compare the organizational structure and the personnel assignments. If there are positions in the organizational structure that do not have corresponding personnel assigned to them, WebEOC will display a warning with those empty positions listed. If you need to make corrections, click cancel on the next screen before creating the IAP forms for the current period. Otherwise, continue to create the IAP forms. Also, before opening the operation period, you can run a 203 report to verify that the correct personnel are assigned to their ICS positions. The 203 report is available under the Resource Reports menu which can be found at the bottom of the IAP/SITREP menu.

- Select the IAP forms required for this operation period by clicking the checkbox next to the ICS form names. The 203 and 205a will automatically be generated when you build the IAP later.
- Select where 204s will be created. Fully expand the 204 section by clicking on all + signs. Add or remove check marks to the divisions/groups that will receive a 204.

Generate the following ICS forms:	
<input checked="" type="checkbox"/>	ICS 202 - EPA Incident Objectives
<input checked="" type="checkbox"/>	ICS 204 - EPA Division Assignment List
	- <input type="checkbox"/> OPS Section
	- <input type="checkbox"/> OPS On Scene IC -ER
	- <input checked="" type="checkbox"/> OPS ER Branch
	- <input type="checkbox"/> OPS ER Group Supervisor
	- <input type="checkbox"/> OPS ER Strike Team
	- <input type="checkbox"/> OPS ER Strike Team Memeber
	- <input type="checkbox"/> OPS On Scene IC-FDA
	- <input checked="" type="checkbox"/> OPS FDA Branch
	- <input type="checkbox"/> OPS FDA Group Supervisor
	- <input type="checkbox"/> OPS FDA Strike Team
	- <input type="checkbox"/> OPS FDA Strike Team Member
	- <input type="checkbox"/> OPS On Scene IC- OC
	- <input checked="" type="checkbox"/> OPS OC Branch
	- <input type="checkbox"/> OPS OC Group Supervisor
	- <input type="checkbox"/> OPS OC Strike Team
	- <input type="checkbox"/> OPS OC Strike Team Member
<input checked="" type="checkbox"/>	ICS 205 - EPA Incident Radio Communications Plan
<input checked="" type="checkbox"/>	ICS 206 - EPA Medical Plan
<input checked="" type="checkbox"/>	ICS 230 - EPA Daily Meeting Schedule

- Click the OK button when all forms have been selected.

- The following dialog box will be displayed when the ICS forms are successfully created



- Review the newly created IAP Forms for this operation period
 - o From the IAP/SITREP Menu, select each of the ICS forms listed in the dialog box above and review and/or modify if needed.
 - o All ICS forms for the current operation period will appear highlighted in yellow.
 - o Select the dataid of the yellow record to review and make changes
 - o When all IAP forms for this operation period have been reviewed (ICS 204s, 205, 206, and 230) continue to the next step to build the IAP

R2 Daily Ops					
ICS 202-EPA Incident Objectives INCIDENT OBJECTIVES					
dataid	Operational Period	Start	Stop	Incident Name	Detail
380	OPS Period 10/23/2006 - 10/30/2006	2006/10/23	2006/10/30	R2 Daily Ops	View
379	OPS Period 10/16/2006 - 10/23/2006	2006/10/16	2006/10/23	R2 Daily Ops	View

Step 4 – Build the IAP (MS Word Document)

After all the ICS forms for the current operation period have been reviewed, the IAP can be generated

R2 Daily Ops				
Operational Period Manager				
274	OPS Period 10/23/2006 - 10/30/2006	IAP	SITREP	Close
272	OPS Period 10/16/2006 - 10/23/2006	Re-Open		

- Select the Operational Period Manager from the IAP/SITREP menu.
- Click the IAP button next to the current operation period

Include in IAP	Sequence	Type	Filename	Description	Size
<input checked="" type="checkbox"/>	10	WebEOC-generated ICS 202 Form		Incident Objectives	
<input checked="" type="checkbox"/>	20	WebEOC-generated ICS 203 Form		Organizational Structure	
<input checked="" type="checkbox"/>	30	WebEOC-generated ICS 204 Form		ICS 204 for RRC Daily Ops	
<input checked="" type="checkbox"/>	40	WebEOC-generated ICS 205 Form		Radio Comms Plan	
<input checked="" type="checkbox"/>	50	WebEOC-generated ICS 206 Form		Medical Plan	
<input checked="" type="checkbox"/>	60	WebEOC-generated ICS 230 Form		Meeting Schedule	
<input checked="" type="checkbox"/>	70	WebEOC-generated ICS 205a Form		Phone List	

- The IAP builder screen will be displayed
- Forms with check marks will be included in the IAP. Un-check any forms you do not want included. In addition, MS Word documents can be uploaded and included in the IAP
- Click the Build Draft IAP button when all required forms are selected

Microsoft Internet Explorer

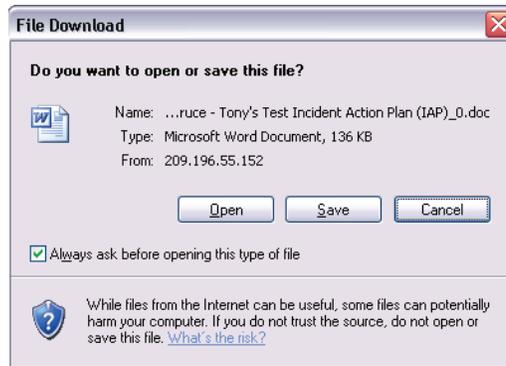
The Incident Action Plan has been generated. It is now loading in a new window.

OK

- Several dialog boxes will be displayed after clicking the Build Draft IAP button. The first dialog box should look like this

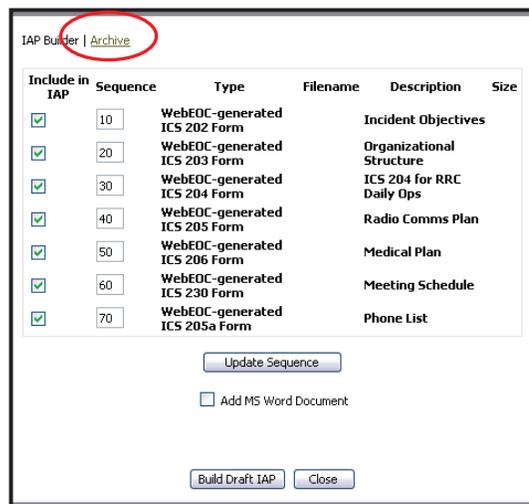
- The next box that might be displayed will look like the one below. ***If this box is not displayed and if you do not see the IAP on your screen, see the NOTE below.***

- Select Open on this dialog box



- The IAP will open as a MS Word document after you click the Open button. The document can be modified and/or printed at this point.

NOTE: If you do not receive the dialog box to open the IAP and/or the IAP is not automatically displayed on the screen after selecting the Build Draft IAP button, you need to change your Internet Explorer security settings. The website address for WebEOC 6 needs to be added to your trusted site list. See you network support staff for assistance with this or call the ERT Support hotline at 800-999-6990. In the meanwhile, you can access the IAP by returning to the IAP Builder screen and clicking on the word Archive at the top of the screen.



When you select the Archive section of the IAP builder screen, all IAPs will be listed with the most current IAP on top. Select the [Download](#) link to save or display the IAP.

Date Created	Filename	Description	Size	Download	~
10/23/2006 8:43:34 AM	R2 Daily Ops - OPS Period 10_23_2006 - 10_30_2006 Incident Action Plan (IAP)_1.doc	IAP for R2 Daily Ops - Operational Period OPS Period 10/23/2006 - 10/30/2006	102 KB	Download	Delete
10/23/2006 8:30:35 AM	R2 Daily Ops - OPS Period 10_23_2006 - 10_30_2006 Incident Action Plan (IAP)_0.doc	IAP for R2 Daily Ops - Operational Period OPS Period 10/23/2006 - 10/30/2006	102 KB	Download	Delete
10/20/2006 2:13:22 PM	R2 Daily Ops - OPS Period 10_23_2006 - 10_30_2006 Incident Action Plan (IAP).doc	IAP for R2 Daily Ops - Operational Period OPS Period 10/23/2006 -	102 KB	Download	Delete