LOGGING IN:

- **Internet Browser**: Mozilla Firefox or Google Chrome works best for WebEOC
- **Website**: https://femacms.webeoc.us
- **WebEOC Username**: This is your official email address. EX: john.doe@fema.dhs.gov
- **PIV Card Use:** FEMA PIV cards will function only when using Internet Explorer and Microsoft Edge, however non-FEMA PIV/CAC cards **will not function with FEMA WebEOC**
- **Password**: This is the WebEOC specific password that you create
  - Passwords must contain a minimum of **15 characters** and must include one uppercase letter, one lowercase letter, one number, and one non alphanumeric character (i.e. $ % # @ ^ &)
    - It may not contain contents of your username
  - If you forget your password, you will be locked out after three attempts for 20 minutes
    - After 20 minutes you will be allowed to try again
  - If you are locked out of your account, contact our help desk (FEMA-WebEOC@fema.dhs.gov)
- **Position (A)**: Select the position you are currently deployed/activated as
- **Incident (B)**: Choose the incident name for the incident you are supporting (if unsure, ask NRCC [FEMA HQ] or RRCC [FEMA Regional office] staff, or the IM Planning Section [JFO – field])
- To update your password and contact information, click on your username as shown in the box below
- To change the position you are currently activated as, **click A** to select the proper position
- To change the incident you are supporting, **click B** to choose the proper incident

| WebEOC | training.user@fema.gov | FEMA Operations View▼ A | ---HQ COVID-19/SARS-CoV-2 HQ 01-28-2020▼ B | Log Out | ⛶ ❓ |
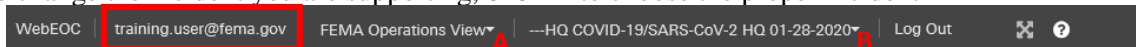
- **Pop-Up Blocker**: It's recommended to always allow pop-ups from WebEOC
- **WebEOC Board Access**: All boards in WebEOC can be accessed by clicking ☰▼ on the top left

WEBEOC TRAINING:

The three boards in the "01 series" are designed to provide users WebEOC training.

Boards
⊞ *Sign In/Out NRCC
⊞ 01. Micro Learning
⊞ 01a. Board Demonstration - Admin Dashboa
01b. WebEOC 101 Training Sign Up
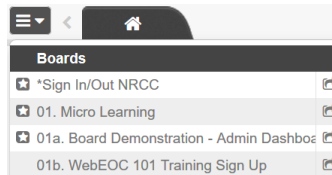
- **01.** Complete independent study slide-based training
- **01a.** Complete independent study board tutorials
- **01b.** Sign up for Instructor-led New User Training

01. Micro Learning Modules

Provides users independent study training sessions on multiple topics and processes which are self-guided and will familiarize users with specific WebEOC topics, features, and/or processes.
- Choose the modules you want to take, review your transcript, or browse the key terms glossary
- Click on "View Dashboard" for the training you want to take and then "Begin Training"

01a. Board Demonstration Dashboard

Provides users guided demonstrations of core boards.
- When users open this for the first time they must "Personalize" the dashboard to add in the "available demonstrations" which will show all demonstrations currently available. Personalize can be found on the top right of the board under the FEMA WebEOC logo.
- Clicking the Arrow next to the name of the Board Demonstration will expand that section to show you the sections of the demonstration that are available.
- We recommend taking the *Board Demonstration Dashboard – User Dashboard* followed by *Efficiently using WebEOC*

01b. WebEOC 101 Training Sign Up

Provides new users a means to sign up for instructor led WebEOC 101 New User Training.
- Training sessions are offered virtually via Adobe Connect on a weekly or bi-weekly basis

WEBEOC BOARD SUMMARY:

Boards can be accessed by clicking on the menu or icon on the top left of the screen (▤▾). Note that different positions will have access to different boards and all users will not access every board below.

Key WebEOC Boards, Descriptions, and Common Users
*Sign In/Sign Out (NRCC and RRCC) Sign in/out of an incident when supporting operations in the <u>National Response Coordination Center</u> or a <u>Regional Response Coordination Center</u>. The Sign In/Sign Out board is used for accountability and provides a quick reference of who is supporting an incident in which position and in which location. **Users**: Regional and National Incident Support (RRCC/NRCC) staff
02. Sig Events / Position Log Track and monitor significant events, upload key documents, and input activity log (ICS-214) entries. **Users**: National/Regional Watches, Field IM staff, and NRCC/RRCC
03. Resource Request Board 3.83 Initiate, track, approve, and route Resource Requests between State/Tribal/Territorial partners, Federal Interagency partners, and FEMA Field Incident Management, Regional, and National staff. **Users**: S/T/T and ESF staff, FEMA NRCC, RRCC, and IM Staff
04. SLB – Lifelines Reporting Post/review published Senior Leadership Briefs (SLBs) during incidents when the NRCC and/or RRCCs are activated. Download completed reports from here to maintain situational awareness. **Users**: Anyone wishing to review published SLBs
05. NRCC/RRCC Situation Report Submit Lifeline-based information for inclusion into the incident-specific NRCC/RRCC SLB. All information must be submitted in accordance with Situational Awareness Section (SAS) guidelines. **Users**: FEMA and Interagency staff activated in the NRCC or RRCC
06. JFO Reports The IM Planning Section posts published documents such as Incident Action Plans, Situation Reports, and Common Operating Pictures produced at the Joint Field Office (JFO). **Users**: All users wishing to maintain constant situational awareness
07. National Support Plan Planning Support Section (PSS) in the NRCC develops and distributes a National Support Plan which guides National Level actions/priorities from the Execution Checklist during national level incidents **Users**: FEMA and Interagency NRCC PSS and RSS staff
08. Execution Checklist Identifies key triggers and actions that should occur by each location and position based on all-hazards and incident specific plans. **Users**: All NRCC, RRCC, and IM staff to include the interagency
09. Geospatial Library Post completed Geospatial (GIS) products being produced in the Field (IM), in Regions, or at FEMA Headquarters pertinent to operations. **Users**: All users wishing to download completed GIS products
10. Request for Information (RFI) Tracker Tracks RFIs being submitted to FEMA by external organizations such as the White House, DHS, etc. **Users**: NRCC, RRCC, and sometimes IM Planning staff
11. File Library v2.0 Find key documents for incidents to include COVID-19 documents, IM Cadre shared documents, NRCC documents, and incident-specific documents and information. See folder for more info. **Users**: All users have various levels of access to files/folders
Incident Action Plan (IAP) Builder FEMA and Interagency IM Field staff utilize this board to publish the Incident Action Plan, submit inputs for ICS 215s, and track resources **Users**: FEMA and ESF staff supporting IM Operations in the field