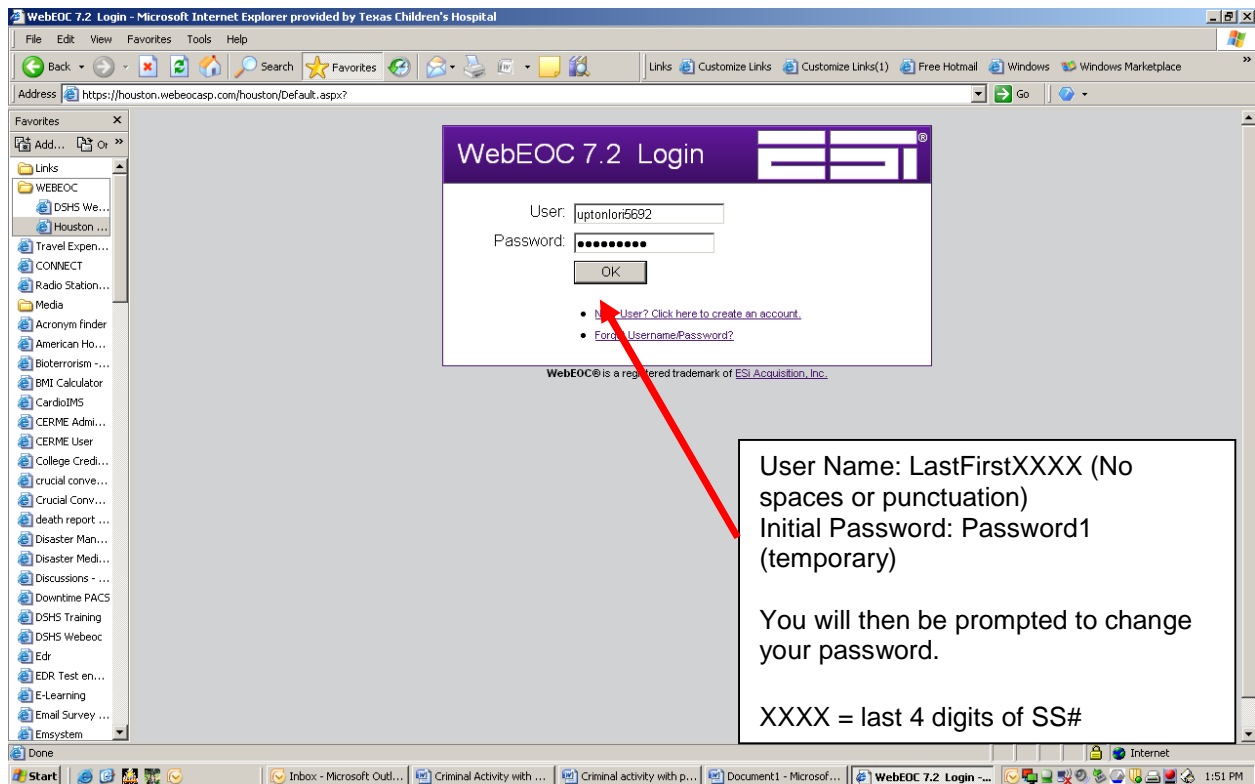
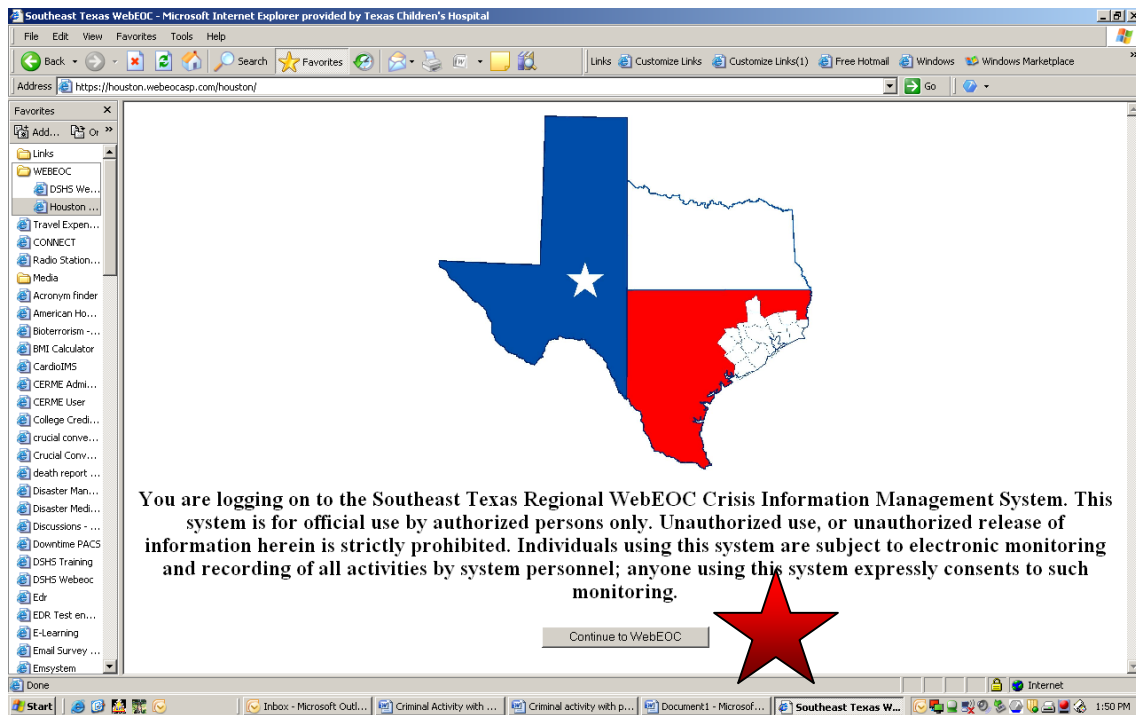


# **CMOC Region WEBEOC User Guide**

Revised Sept. 2011

## Logging in:

URL: <https://houston.webeocasp.com/houston/>



WebEOC 7.2 Login - Microsoft Internet Explorer provided by Texas Children's Hospital

Address <https://houston.webeocasp.com/houston/Default.aspx>

### WebEOC 7.2 Login

Position: CMOCC ASM

Incident:

- HC, DT - Riverside General
- HC, DT - Select Specialty Heights
- HC, DT - Select Specialty Medical Center
- HC, DT - Select Specialty West
- HC, DT - Shriners
- HC, DT - St. Joseph
- HC, DT - St. Lukes Episcopal
- HC, DT - Texas Childrens**
- HC, DT - Texas Specialty
- HC, DT - The Methodist
- HC, DT - Triumph Central

Choose your Role:  
This will be your hospital's name

Done

Start | Inbox - Microsoft Out... | Criminal Activity with ... | Criminal activity with p... | Document1 - Microsof... | WebEOC 7.2 Login -... | 1:52 PM

WebEOC 7.2 Login - Microsoft Internet Explorer provided by Texas Children's Hospital

Address: https://houston.webeocasp.com/houston/Default.aspx

### WebEOC 7.2 Login

Position: HC, DT - Texas Childrens

Incident:

- Training
- 2010 Hepatitis B Response
- \*Alex Statewide Incident - 2010
- \*Deep Water Horizon Oil Spill
- \*Hurricane Sue Exercise May 2010
- Invest 96 July 2010
- July 2010
- June 2010
- Severe Weather 07.02.10
- Severe Weather 7.19.10
- Training
- Winter Weather 2010

Choose the correct incident:  
**For training or exercises – select Training *Month Year***

Done

Start | Inboxes - Microsoft Outl... | Criminal Activity with ... | Criminal activity with p... | Document1 - Microsof... | WebEOC 7.2 Login ... | 1:53 PM

**WebEOC 7.3 Login**

Additional Login Information

Name:  Required field

Location:  Required field

Phone Number:  Required field

Email:

Comments:

OK Cancel

Verify Your Name, Location, and Phone Number  
This is for auto-populated forms

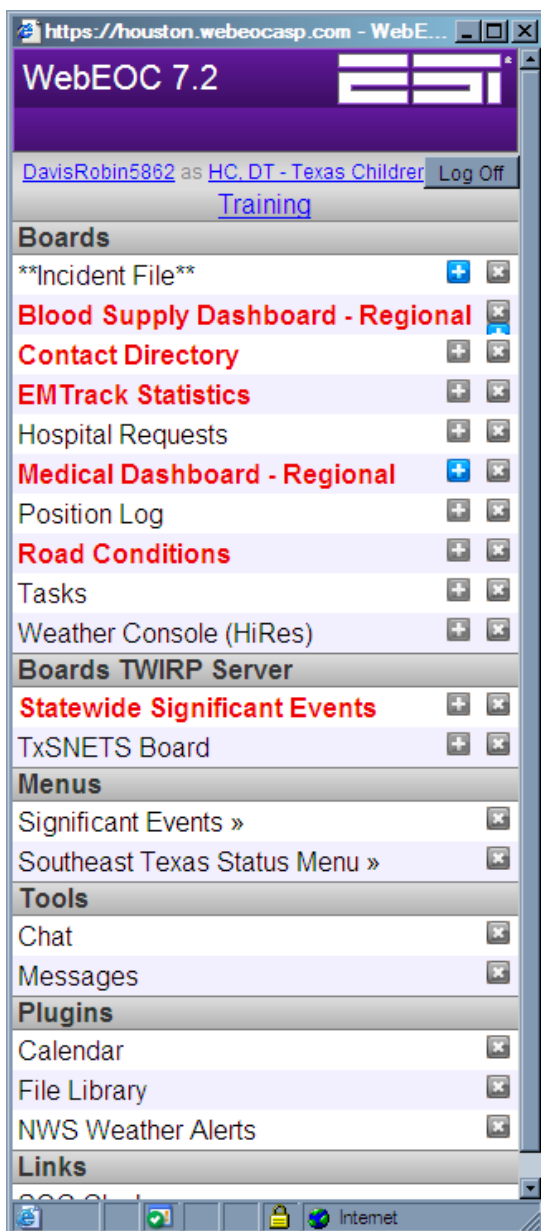
The image shows a dialog box titled "WebEOC 7.3 Login". It contains a section for "Additional Login Information" with five input fields: Name, Location, Phone Number, Email, and Comments. The Name, Location, and Phone Number fields are highlighted in yellow and have "Required field" written in red to their right. A red arrow points from a text box at the bottom right to the Name field. The text box contains the text "Verify Your Name, Location, and Phone Number" and "This is for auto-populated forms". At the bottom of the dialog box are "OK" and "Cancel" buttons.

If WebEOC fails to open, check for and turn off pop-up blockers. If you continue to experience problems with log in or applications, please contact Lori Upton at [director@rhpc.us](mailto:director@rhpc.us) or [laupton@texaschildrens.org](mailto:laupton@texaschildrens.org) or 832-824-5603.

## Dashboards and other Boards

Once you successfully logged in and verified your name, you are ready to begin using the different applications. Each application is considered a “Board”. All boards that are assigned to your particular position or role will be loaded on your dashboard.

Each board has logic built into it allow others to read your boards, send you information, and for you to send information or requests outside of your hospital.



This is your dashboard.

Any board listed that is **Red** means new information has been added to that board since you last opened it.

The **Blue +** is a quick way to add a new entry without viewing the board.

Boards are set up to be either internal to an agency, county specific, regional specific or statewide.

Any information from any source can be pushed as a significant event and posted regionally or statewide with proper approval.

The following pages will review the most commonly utilized boards for our purposes.

## Position Log

The image consists of two side-by-side screenshots of the WebEOC 7.2 web application. The left screenshot shows the main dashboard with a sidebar menu. The 'Position Log' link is circled in blue and labeled with the number '1'. The right screenshot shows the 'Position Log' page. The 'New Log Entry' button is circled in blue and labeled with the number '3'. The 'Showing: My Position' dropdown menu is circled in blue and labeled with the number '2'. The right screenshot also displays a table of log entries.

Posted By	Priority	Event
Event No. (3398) 07/28/2010 14:00:27 DavisRobin5862 HC, DT - Texas Childrens	Low	Type: Update test test
Event No. (2619) 06/07/2010 14:04:14 TriffidFrank4964 HC, DT - Texas Childrens	Medium	Type: Update testing again here

1. The Position Log is your “yellow tablet” and used for the posting or requesting of information. Anything you need to make a note of, anything you need to share with others should be written (or posted) to your position log. This will allow your hospital the ability to track the entire response in one application, provide reimbursement support and justification, and ensure everyone involved remains on the same page.
2. The view you are using is “My Position”. This allows you to see all of your hospital posts from the different areas.
3. [New Log Entry](#) is what you click to pull up the page for your new entries.

Position Log Display - Microsoft Internet Explorer provided by Texas Children's Hospital  
https://houston.webeocasp.com/Houston/boards/board.aspx?tableid=1006&viewid=5683&label=Position+Log&filtereditemid=5683&viewfilters=&ppid=rptGroups\_ct100\_ucGroup\_r...

Cancel Save Spell Check

### Position Log Entry

\* indicates required [Click to learn about this form](#)

Entry Date / Time: *This will be autopopulated.*

Your Location: *This will be autopopulated*

Contact number: *This will be autopopulated*

\* Urgency: NOT Urgent

\* Incident Location:  number, street, city, county, zip

\* Description:

Also send to My Hospital Key Events  Yes (Remember...all posts automatically appear in your Position Log by default)

Cancel Save Spell Check

OPTIONAL

Upload Attachment:

Cancel Save Spell Check

[webeoc@houstontx.gov](mailto:webeoc@houstontx.gov)

This is the entry page for your position. All items in RED are mandatory. The date, time, your location and contact number will auto-populate.

Cancel Save Spell Check

### Position Log Entry

\* indicates required [Click to learn about this form](#)

Entry Date / Time: *This will be autopopulated.*

Your Location: *This will be autopopulated*

Contact number: *This will be autopopulated*

\* Urgency: NOT Urgent

\* Incident Location: NOT Urgent  number, street, city, county, zip

\* Description:

Also send to My Hospital Key Events  Yes (Remember...all posts automatically appear in your Position Log by default)

Cancel Save Spell Check

OPTIONAL

Upload Attachment:

Cancel Save Spell Check

[webeoc@houstontx.gov](mailto:webeoc@houstontx.gov)

Next choose the priority of the message.

### Position Log Entry

\* indicates required [Click to learn about this form](#)

Entry Date / Time: *This will be autopopulated.*  
 Your Location: *This will be autopopulated*  
 Contact number: *This will be autopopulated*  
 \* Urgency:

\* Incident Location:  number, street, city, county, zip  
 \* Description:

Also send to My Hospital Key Events  Yes *(Remember...all posts automatically appear in your Position Log by default)*

OPTIONAL

Upload Attachment:

[webeoc@houston.tx.gov](mailto:webeoc@houston.tx.gov)

The event address/location is your hospital IC command unit name. For example: Incident Command

If you are sending information or a request to a specific section of our command structure, please address the body of the message to that position.

Example: To: Incident Command  
Please review the attached global email draft by noon for distribution at 3pm.

You can upload documents and send internally or externally by clicking **Browse...**

Click **Save** when you are ready to post your message

## Key Events

Cancel Save Spell Check

### Position Log Entry

\* indicates required [Click to learn about this form](#)

Entry Date / Time: *This will be autopopulated.*

Your Location: *This will be autopopulated*

Contact number: *This will be autopopulated*

\* Urgency: Item is Urgent

\* Incident Location: TCH Incident Command number, street, city, county, zip

\* Description: The TCH Command Center has been opened at 0800.

Also send to My Hospital Key Events  Yes Remember...all posts automatically appear in your Position Log by default

Cancel Save Spell Check

OPTIONAL

Upload Attachment:

Cancel Save Spell Check

Sending a log entry to the Key Event board allows multiple hospitals in one system (i.e. Memorial Hermann) see important information and allow the Key Event Reviewer (usually the Liaison Officer) to send events to the CMOC/Region.

This post will now appear on your position log, as well as your facilities Key Events board.

If you are a reviewer for your facility, you can post Key Events to CMOC. Click on **Key Events**, from that board you can review and update key events. To update a key event or send it to the CMOC, click on the event title

https://houston.webeocasp.com/Houston/boards/board.aspx?tableid=1006&viewid=5684&label=Hospital+Key+Events&filtereditemid=56

DEFAULT September 2011

## Hospital Key Events

Your local Emergency Management Agency [Who's Online](#) [Create PDF](#) [Regionwide Links including weather](#) [Discipline specific Links](#)

Global Search:

Posted By	Priority	Event
Event No. (246) 09/13/2011 09:29:14 DavisRobin5862 HOS Texas Childrens TCH	Item is Urgent	This is a TEST - West Tower 3rd floor fire, need to evacuate. West Tower REVIEWED BY: DavisRobin5862 HOS Texas Childrens

[webeoc@houstontx.gov](mailto:webeoc@houstontx.gov)

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

Done Internet 100%

https://houston.webeocasp.com/Houston/boards/board.aspx?ops=true&permievel=1&tableid=1006&viewid=5682&displayviewid=5684&label=Hospital+Key+Events&appid=rptGroups\_cti00\_ucGroup\_rpt\_cti0f

Entry   Sort   Filter

Send to CMOC Sig Events    Data Links

Cancel   Save   Spell Check

**Hospital REVIEWER**  
\* indicates required   [Click to learn about this form](#)

Entry Date / Time: *This will be autopopulated*

\* Urgency: NOT Urgent

\* Incident Location: Planning Chief number, street, city, county, zip

\* Contact or Email: 41218

\* Description: TEST - THIS IS A TEST

Reviewer Comments: \_\_\_\_\_

Cancel   Save   Spell Check

Upload Attachment: \_\_\_\_\_ Browse...

Cancel   Save   Spell Check

[lwebeoc@houston.tx.gov](mailto:lwebeoc@houston.tx.gov)

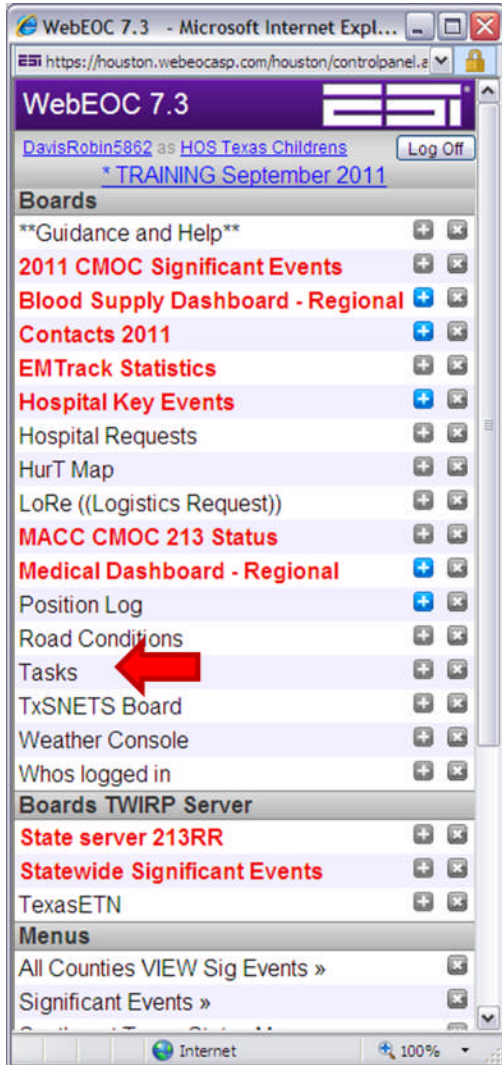
Done   Internet   100%

To send the Key Event to CMOC, check the Send to CMOC Sig Events box – this will send the message to a CMOC Reviewer that will decide if the message should be placed on the CMOC Sig Events board, the Regionwide Sig Events board or both.

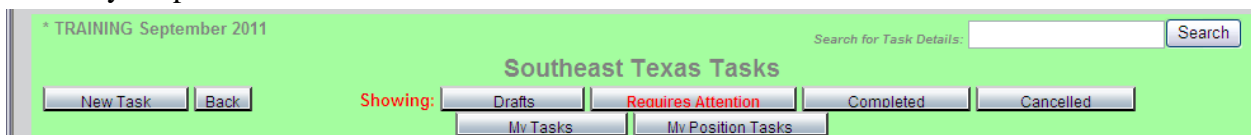
**\*CAUTION** – If you are a single position facility, anyone has the capability to send a key event to CMOC (Key Events board will have blue + button next to it – ensure that only the Liaison Officer is responsible for posting messages to the CMOC reviewer.

## Tasks

If you need to request tangible materials (cots, sandwiches, labor pool), the Task board will allow you to order and track requests.



When you select the Task board, it will initially appear as blank with the **Requires Attention** button selected on Showing. Click on the **My Position Tasks** to change the filter to show all tasks to your position.



\* TRAINING September 2011

Search for Task Details:

### Southeast Texas Tasks

Showing:

Task	Point of Contact	Description	Task Assignments	Task Status	Originally Submitted Last Updated
<b>No: 1932</b> <small>Tasked/Entered By: ellisjan4213 HOS Texas Childrens 45115</small>		Task: <i>ffff ...</i> <a href="#">[more]</a>  <i>No equipment needed at this time...</i>	Marked Cancelled By:	<b>Cancelled</b> <input type="button" value="Revive"/>	09/13/2011 09:38:02 09/27/2011 08:39:32
<b>No: 1930</b> <small>Tasked/Entered By: timmonsmathew6382 HOS Texas Childrens 4-1111</small>	Bert Gumeringer 4-1234	<b>HIGH PRIORITY Task:</b> <i>TEST - 4 people from labor pool needed t ...</i> <a href="#">[more]</a>  Equipment Needs: 1) 4 ea labor pool personnel	Assigned To: CMOC Clinical	<b>In Progress</b> <input type="button" value="Completed"/> <input type="button" value="Cancel"/> <input type="button" value="Update"/>	09/13/2011 09:37:48 09/27/2011 08:39:25
<b>No: 1931</b> <small>Tasked/Entered By: reynaminidy0031 HOS Texas Childrens 45165</small>	Mindy Reyna	Medium Priority Task: <i>need 10 cots by 0200 ...</i> <a href="#">[more]</a>  Equipment Needs: 1) 10 ea Cots	Entered (Not Assigned)  Equipment Status: 1) All Equip Assigned	<b>Not Assigned</b> <input type="button" value="Cancel"/> <input type="button" value="Update"/>	09/13/2011 09:38:01 09/27/2011 08:39:08
<b>No: 1929</b> <small>Tasked/Entered By: DavisRobin5862 HOS Texas Childrens 41218</small>	Roxie Ward 41111	Medium Priority Task: <i>Need 300 pb&amp;j sandwiches for dependant c ...</i> <a href="#">[more]</a>  Equipment Needs: 1) 300 ea Peanut butter and jelly sandwiches	Marked Complete By:  Equipment Status: 1) All Equip Assigned	<b>Completed</b> <input type="button" value="Revive"/>	09/13/2011 09:38:01 09/13/2011 09:47:31

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

The task board will show each task, a brief description of the requested item, and its current status with color code.

Click on **New Task** for a new entry

- Similar to the Position Log, all **RED** items are mandatory in the Create a Task Board
- Task Number – Auto populated
  - Task Priority – High, Medium, Low
  - Start Task At – Auto populated for current time, can be set for future time
  - Task Details – Overview of what is being requested
  - Tasker Name – Auto populated
  - Tasker Phone Number – Where can you be reached?
  - Tasker County – Required for state standards, select your county

If you are not the point of contact for the task, enter their information under Location Information

Under Equipment Needs enter

- Qty Needed – How many do you need?
- Qty Filled – if you are updating an order
- Item Name – What you need
- Unit of measure – each, gallons, pallets?
- Detailed Item Description – Give enough information to fill your order, but not so much information to be restrictive and delay your order (For example, 6 foot cots vs. 6 foot **blue** cots, unless you have to have blue cots)

If you are keeping this order inside your facility or position, click **Save as Draft** and click **Save**

If you are requesting assistance from CMOC, click **Assign** to and make sure CMOC Clinical is in the dropdown and click **Save**.

## Updating Tasks

To update a task click on the **Update** button under Task Status

\* TRAINING September 2011 Search for Task Details:  Search

**Southeast Texas Tasks**

Showing:

Task	Point of Contact	Description	Task Assignments	Task Status	Originally Submitted Last Updated
<b>No: 1932</b> <small>Tasked/Entered By: ellisjan4213 HOS Texas Childrens 45115</small>		Task: <i>fjff ...</i> <a href="#">[more]</a>  <i>No equipment needed at this time...</i>	Marked Cancelled By:	<b>Cancelled</b> <input type="button" value="Revive"/>	09/13/2011 09:38:02 09/27/2011 08:39:32
<b>No: 1930</b> <small>Tasked/Entered By: timmonsmathew6382 HOS Texas Childrens 4-1111</small>	Bert Gumeringer 4-1234	<b>HIGH PRIORITY Task:</b> <i>TEST - 4 people from labor pool needed t ...</i> <a href="#">[more]</a>  Equipment Needs: 1) 4 ea labor pool personnel	Assigned To: CMOC Clinical	<b>In Progress</b> <input type="button" value="Completed"/> <input type="button" value="Cancel"/> <input type="button" value="Update"/>	09/13/2011 09:37:48 09/27/2011 08:39:25
<b>No: 1931</b> <small>Tasked/Entered By: reynamindy0031 HOS Texas Childrens 45165</small>	Mindy Reyna	Medium Priority Task: <i>need 10 cots by 0200 ...</i> <a href="#">[more]</a>  Equipment Needs: 1) 10 ea Cots	Entered (Not Assigned)  Equipment Status: 1) All Equip Assigned	<b>Not Assigned</b> <input type="button" value="Cancel"/> <input type="button" value="Update"/>	09/13/2011 09:38:01 09/27/2011 08:39:08
<b>No: 1929</b> <small>Tasked/Entered By: DavisRobin5862 HOS Texas Childrens 41218</small>	Roxie Ward 41111	Medium Priority Task: <i>Need 300 pb&amp;j sandwiches for dependant c ...</i> <a href="#">[more]</a>  Equipment Needs: 1) 300 ea Peanut butter and jelly sandwiches	Marked Complete By:  Equipment Status: 1) All Equip Assigned	<b>Completed</b> <input type="button" value="Revive"/>	09/13/2011 09:38:01 09/13/2011 09:47:31

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

Tasks Display - Microsoft Internet Explorer provided by Texas Children's Hospital

https://houston.webeocasp.com/houston/boards/board.aspx?tableid=6578&viewid=3815&label=Tasks&filtereditemid=3815&viewfilters=&appid=rptGroups\_ctl00\_ucGroup\_rpt\_ctl14

\*Task Details: need 10 cots by 0200

\*Tasker Name: *This will be autopopulated*

\*Tasker Phone No: 45165

\*Tasker County: HARRIS -15

**Location Information (Optional)**

Point of Contact: Mindy Reyna POC Agency: POC Phone No:

Location Name: Pathology A B135.12

Address: City: State: Texas Zip:

**Equipment Needs (Optional)**

Qty Needed	Qty Filled	Item Name	Unit of Measure	Detailed Item Description: (Kind, Type, Characteristics, Brand, Specs, Size, etc...) <i>BE DESCRIPTIVE</i>
10	10	Cots	ea	foldable, 6 foot

**Updates and Notes**

located 2, no more on premise  
8 located and being delivered

**Task Assignment**

Save as Draft

Assign Task to: *select from dropdown* CMO Clinical

Push to Resource Request: *select from dropdown*

Task Completed

Cancelled

Save Cancel

Page 1 of 1 Disable Refresh

Done Internet 100%

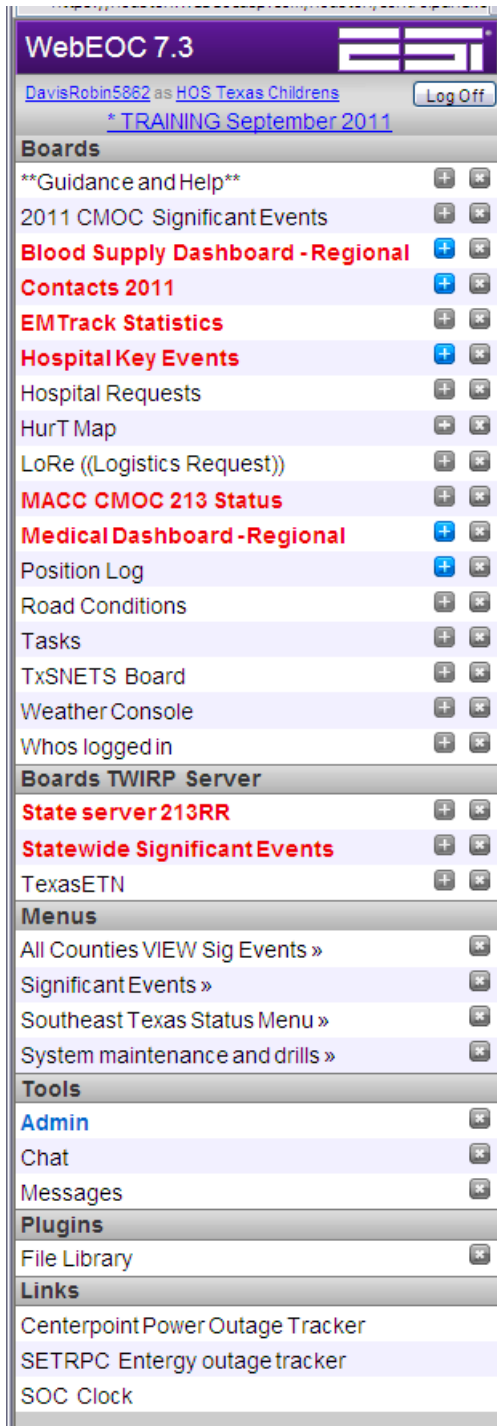
Update information (filled orders) and add notes (sent, unable to find, need more information).

If you are keeping this order inside your facility or position, click **Save as Draft** and click **Save**  
If you are requesting assistance from CMO, click **Assign** to and make sure CMO Clinical is in the dropdown and click **Save**.

You can also Cancel tasks or Complete them (cancelled and completed tasks can be revived)

## Menu Boards

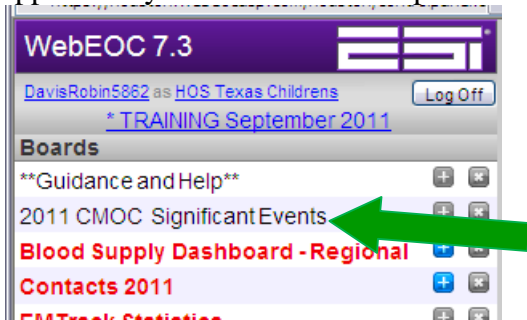
The Menus in WEBEOC allow you to view updates from county and state agencies. This provides an excellent source for situational awareness and global insight.



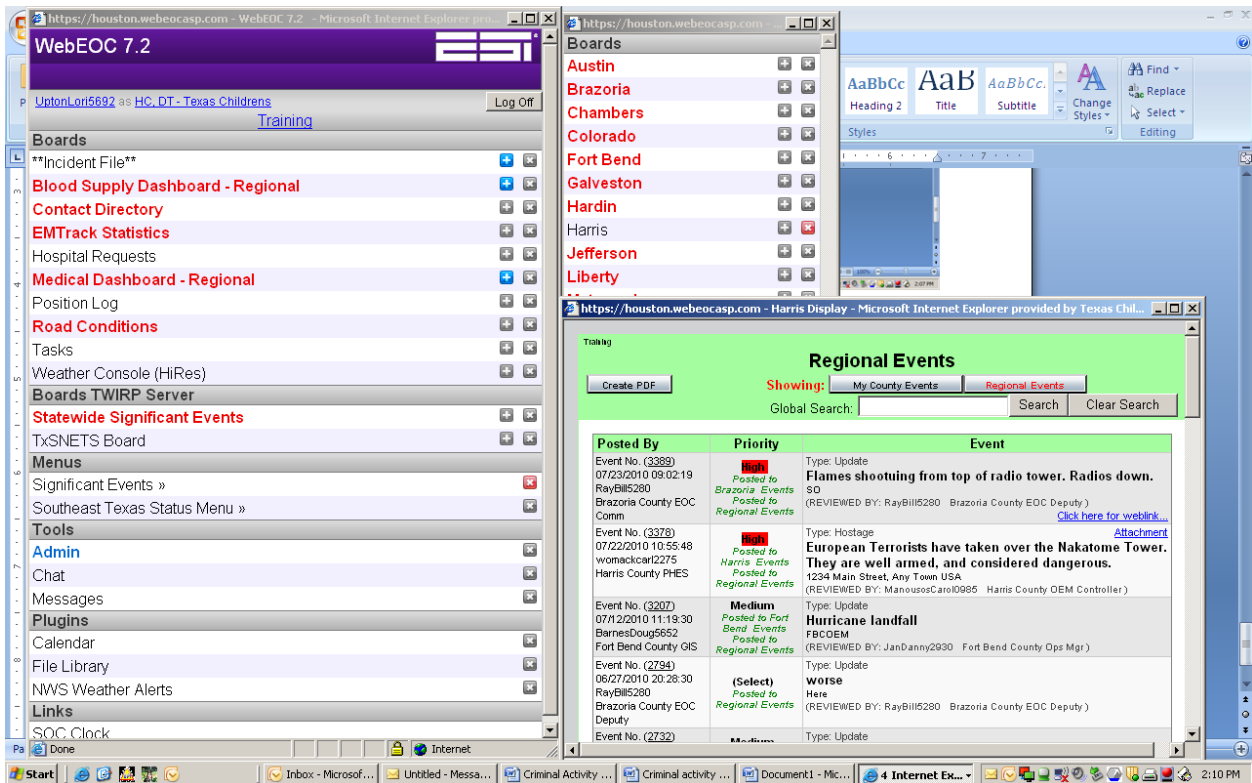
2011 CMOC Significant Events – significant event board for all hospitals  
 Blood Supply Dashboard – current regional blood supply  
 Contacts 2011 – contact directory (information must be entered)  
 EMTrack Statistics – dashboard connected to regional tracking software  
 Hospital Key Events – Key events for your hospital or system  
 Hospital Requests – old board used for patient movement  
 HurT Map – Atlantic and Caribbean satellite feeds  
 LoRe - new tasking board (currently in development for hospitals)  
 MACC CMOC 213 Status – current MACC and CMOC status  
 Medical Dashboard – dashboard connected to EMResource status software  
 Position Log – used for the posting and requesting of information  
 Road Conditions – Road condition feed from TxDOT and Harris County Transtar  
 Tasks – used for requesting and tracking tangible items  
 TxSNETS – dashboard from state tracking software  
 Weather Console – feed from the National Weather Service for Houston and East Texas regions  
 Who's Logged In – current list of WebEOC users  
 State Server 213RR – All resource requests sent to the state  
 Statewide Significant Events – position log postings sent to the State Operations Center  
 TexasETN – State evacuation dashboard  
 All Counties VIEW Significant Events – Regional Sig. Events by county  
 Significant Events – regional sig events by county  
 Southeast Texas Status Menu – EOC and school district status  
 System Maintenance and Drills – System schedule of maintenance and drill log in board  
 Chat – chat room (information is not saved)  
 Messages – email exchange inside WebEOC  
 File Library – online storage  
 Outage trackers – Houston and East Texas power outage feeds  
 SOC Clock – Forecast landfall countdown clock from State Operations Center

## Significant Events

For CMOC facilities and agencies, significant events posted by the CMOC or sent to and approved by the CMOC will be posted on the **20XX CMOC Significant Events**



For Significant events by jurisdiction click on **Significant Events** and you will have a listing of all counties that are on the WebEOC server.



To view a broader range of county responses and information – choose “SETX Regionwide Events”.

In order to see information being posted by the State of Texas – choose “Statewide Significant Events”. NOTE: This may not be available for all positions.