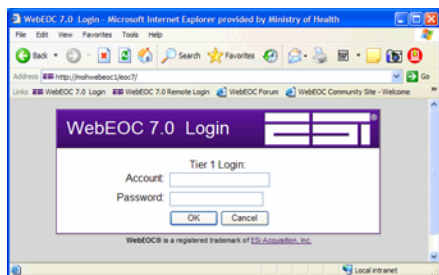


NZ Health WebEOC Quick Reference Guide

Opening WebEOC

- Open *Internet Explorer*
- Access <http://moheoc.moh.govt.nz/eoc7/>



Adding to Favourites

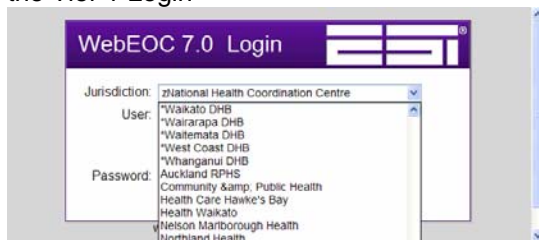
- Click **Favourites** from the drop down toolbar
- Click **Add...**
- Click **OK**

Turn off Pop-Up Blocker (you must always allow pop-ups to run WebEOC)

- Choose **Tool**,
- Click **Always allow pop-ups for this site**

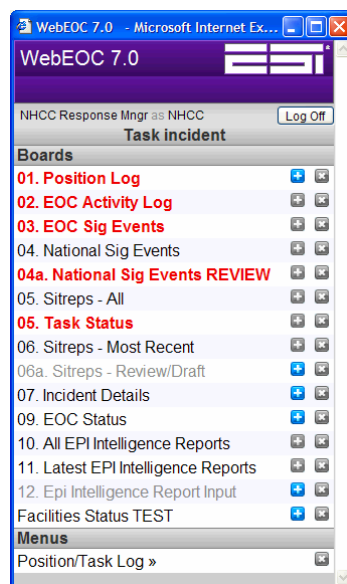
Logging In

- Enter the **Account** and **Password** supplied for the Tier 1 Login



- Select your **Jurisdiction**
- Select your **Username** from the user list
- Type in your **Password**
- Select an **Incident** from the drop down list

- You should normally **select the incident for your organisation** (you will be advised if you should select a 'National View')
- Click Login, enter your **Name** and Phone Number and click Login again. The **Control Panel** will open.



Boards

To view information

- Click the board name. **Red bold** means new information
- Some fields can be updated – click the **Edit** or **Update** button

To add a new record (not all boards or users)

- Click the **plus button**
- Complete the information
- Click the **Save button**

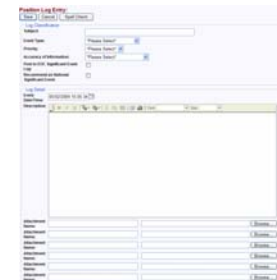
Different levels of users may have slightly different functionality. Lower users can generally

add information whilst higher users can review and publish information

Position Log

Use to record all information for your role and record information in them **EOC Activity Log**

- Post entries straight to the EOC Significant Activity if it is strategic.
- Recommend entries as a National Sig Event. This will be reviewed by a CIMS function manager or higher then posted or rejected
- Generate a Task associated with a log entry and assign it internally or to external agencies
- To attach a document click and browse to its location



Tasks

- Tasks can only be created from existing **Position Log** or **Significant Activity events**
- Once a task is initiated it may be **assigned to a user** within your EOC or sent to **external organisations**
- **External tasks** will be reviewed and assigned by the receiving organisation
- Use the filter button to identify **unassigned tasks** or **tasks assigned to you**
- Tasking records who, what, and when at all stages and suggests due by:
 1. High priority = +30 mins
 2. Medium = +60 mins
 3. Low priority = +2 hrs
- These fields can be changed to other values

Activity Log and Sig events

- Access any posted log entry
- Overview of everything happening in the EOC

ID	Time Updated	Created By	Description	Attachments	View Data
4324	22/05/2009 07:37:14	NHCC Operations Mng	ALL DHBs - local 0900 numbers to support Healthline FAO DHBs The NHCC is reviewing capability and capacity to establish local 0900 numbers to support Healthline should we move to a 'manage it phase'. Please respond to the 9 questions in the attached task by close of play Tuesday 26 May. You are not b...		View
4336	22/05/2009 07:11:25	NHCC Border Management Ops	Border Advisory No 22 as of 21 May 09 Border Advisory Update No 22	Border Advisory Update No 22	View
4337	22/05/2009 07:11:04	NHCC Border Management Ops	Cabin Crew Advisory Updated Cabin Crew Sogpt for Inbound Aircraft	Cabin Crew Sogpt	View
4345	22/05/2009 07:01:58	South Canterbury DHB EOC Manager	CBAC Assessment & CDEM Welfare form Updated Cabin Crew Sogpt for Inbound Aircraft In reply to Northern HCC #4328 - South Canterbury DHB and the regional CDEM Welfare Management Committee developed the attached page 2 of our CBAC assessment form during Exercise Cruickshank and recommended earlier this month. CDEM Welfare personnel will not b...	South CBAC assessment form	View
4342	21/05/2009 18:05:19	Northern HCC Incident Controller	NHCC Incident Action Plan Please see attached Incident Action Plan from the NHCC	NHCC Incident Action Plan (IAP)	View
4328	21/05/2009 17:51:41	Northern HCC Planning and Intel Mng	CBAC PMDS and the Capture of Welfare Data It would be useful if the PMDS forms produced for CBACs could capture basic welfare details to provide the inter-agency link at the point of access. This would provide information for CDEM to follow up after consultation at CBACs. This would reduce the need...		View
4314	21/05/2009 17:51:31	Northern HCC EOC Response Mng	Influenza A Weekend response protocol Standard Operating Procedure for LAB+ Auckland Hospital regarding/weekend influenza A surveillance and reporting	Influenza A response protocol	View

Situation Reports (Sitreps)

- Each CIMS function can add information to the latest sitrep
- When the sitrep is complete it may be **Published**
- View **Sitreps – Most recent** or **Sitreps – all chronological**
- Filter Buttons** at the top allow searching by region etc
- Remember every sitrep in the country is viewable

Note – Once you have saved a sitrep opening a new sitrep will auto-fill with data from the previous one All users may edit the EOC contact details if required

Incident Action Plans (IAPs)

- IAPs can be developed by each agency for each incident they are responding to
- Each IAP can be printed entirely or in sections
- IAPs are formatted to print as PDFs for easy viewing
- When the IAP is complete it may be **Published**

DHB Dashboard

- Completed by DHBs, showing key quantitative data

Anti-Viral Supplies

- Completed by DHBs and NHCC showing amount of AV held and issued.

Incident Status

- Key information about the incident
- Viewable to all
- Information may be added by CIMS managers and higher

EOC Status Board

- Key information about who is involved in managing the incident
- Time of next meeting, sitrep, contact numbers etc
- A global display – want to know who the Incident Controller is in another organisation? Look them up. Filtered in the same way as Sitreps

The screenshot shows a web-based form titled 'EOC Status Board'. It contains several sections with input fields and dropdown menus, including: 'EOC Location', 'EOC Contact', 'EOC Manager', 'EOC Controller', 'EOC Support', 'EOC Status', 'EOC Priority', 'EOC Region', 'EOC Agency', 'EOC Contact Details', 'EOC Meeting Time', 'EOC Meeting Location', 'EOC Meeting Duration', 'EOC Meeting Notes', 'EOC Meeting Attendees', 'EOC Meeting Agenda', 'EOC Meeting Minutes', 'EOC Meeting Actions', 'EOC Meeting Status', 'EOC Meeting History', 'EOC Meeting Settings', 'EOC Meeting Permissions', 'EOC Meeting Audit', 'EOC Meeting Logs', 'EOC Meeting Reports', 'EOC Meeting Alerts', 'EOC Meeting Notifications', 'EOC Meeting Integrations', 'EOC Meeting Extensions', 'EOC Meeting Add-ons', 'EOC Meeting Plugins', 'EOC Meeting Widgets', 'EOC Meeting Themes', 'EOC Meeting Styles', 'EOC Meeting Templates', 'EOC Meeting Presets', 'EOC Meeting Defaults', 'EOC Meeting Overrides', 'EOC Meeting Exceptions', 'EOC Meeting Rules', 'EOC Meeting Policies', 'EOC Meeting Procedures', 'EOC Meeting Guidelines', 'EOC Meeting Standards', 'EOC Meeting Best Practices', 'EOC Meeting Recommendations', 'EOC Meeting Tips', 'EOC Meeting Tricks', 'EOC Meeting Hacks', 'EOC Meeting Tricks', 'EOC Meeting Hacks', 'EOC Meeting Tricks', 'EOC Meeting Hacks'.

Incident Specific Attachments

- Attachments for an incident, such as maps or word documents should be described and attached here
- This is filtered as with other boards

File Library

The file library allows all WebEOC users to upload and download any file. Click on **File Library** in the Control Panel to display the list. The folders are pre-defined but users may add to each folder. Some folders, such as contact details, are read only.

MapTac

MapTac can be used with any program that produces a static image. It is not a GIS program but may be used with an image exported from one (jpg, gif, bmp.) Certain users can annotate or mark maps in 'real-time' allowing other users to see the changes.



- Click

MapTac on the Control Panel and select an image from the drop down list

Placing markers on the image

- Click on the image heading and then click on the desired icon
- Position the 'crosshairs' on the image and click once to deposit the marker
- Drag and resize the marker with the cursor

Deleting a marker

- Right click on the marker and confirm delete

WebLinks

- Click on **WebLinks** on the control panel to bring up a list of URLs for useful websites

Printing

- Open the display view you wish to print
- Select print and follow dialogue box instructions

Sorting displayed lists

Many views open as a list of entries. Hover the cursor over the column heading to see if you can sort by it (i.e. Priority; High→Low)

Date Picker (Calendar)

Simply click on a date to change the day. To change the time you must click on a date after altering it.

Got a suggestion?

Please raise it with your emergency manager or forward it to webeoc@moh.govt.nz