



WebEOC Controller/Administrator Responsibilities:

Reviews the EOC Common Responsibilities Checklist
Troubleshoots WebEOC system to ensure WebEOC connectivity within and external to EOC
Monitors local, regional and state WebEOC systems
Provides WebEOC assistance to EOC personnel
Creates and edits WebEOC boards
Reviews and approves submissions for general announcements and significant events and assigns tasks to appropriate EOC personnel

Reports to:

EM Director/EOC Manager

Supervises:

WebEOC Specialists

Activation phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log in WEBEOC
- Creates local WebEOC incident and disseminates incident name to EOC personnel
- Logs on to local, state and regional WebEOC systems
- Assists with WebEOC access and permissions among EOC personnel
- Posts EOC activation notification to regional and state WebEOC
- Provides WebEOC and incident information to EOC Manager and Management and General Staff

Operational phase:

- Maintains position log in WEBEOC
- Unlocks any locked WebEOC user accounts
- Reviews and approves submissions for general announcements and significant events, forwards to state and/or regional boards
- Assigns tasks to appropriate EOC personnel
- Monitors local, state and regional WebEOC systems
- Repairs or edits boards
- Monitors all boards to ensure proper use
- Ensures current WebEOC configuration is meeting incident needs, makes "on the fly" changes
- Controls WebEOC access permissions among EOC personnel

Demobilization phase:

- Ensures any open actions are assigned to appropriate staff

- Provides all final documentation to the Documentation Unit Leader
- Ensures demobilization notification is posted to state and regional WebEOC systems
- Ensures procedures for remote WebEOC access are visibly posted

Unique resources required:

- Contact information for WebEOC vendor and regional support staff