

Emergency Operations | HOW TO GUIDE

WebEOC user guide

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General

WebEOC is a web-based system to manage task requests and personnel, with information available in real-time across multiple emergency coordination and control centres.

Refer to the guides for [task requests](#), [personnel management](#) and [rostering](#) for specific instructions on those boards. All user guides are available in the WebEOC library.

Personnel information is independent of departmental systems and requires personnel to keep information current.

Access

Access to WebEOC is available at <http://webeoc.dpi.nsw.gov.au/eoc7>.

New users are provided access by either

1. Self-registration
2. Provision of a username and password by email

After new users have access, they are required to create or edit their '[personnel record](#)' which contains their roles (nominated and qualified), contact details, work location, work restrictions, licences, authorisations, vaccinations and emergency contacts.

Self-registration

1. Click 'New User? Click here to create an account' on log-in screen, to display the Create Account screen.

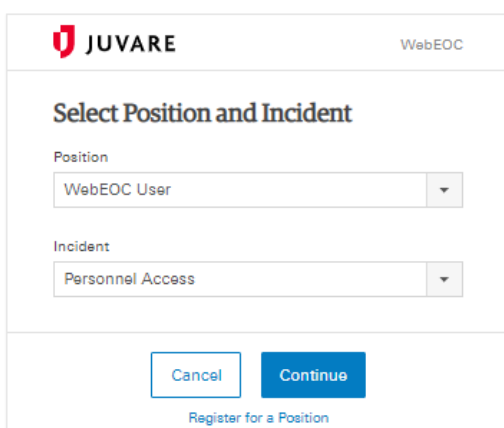


2. Enter the information below on the create account page and then click OK:
 - Position Name – WebEOC User
 - Position Access Code (PAC) – Q&w79K?x
3. Create user account by entering information and click 'save'
 - Username – your first and last name e.g. Jane Jones
 - Password - minimum of 6 characters, including at least 1 upper case letter, 1 lower case letter and a character, no spaces allowed
 - Primary email – your work email
4. Your user account has been created - click 'OK' to continue logging into WebEOC

Provision of username and password

After receipt of an email from biosecurity.systems@dpi.nsw.gov.au

1. Enter Username = first name last name e.g. Jane Jones
2. Enter Password as supplied (and update when you first log in)
3. Click 'Log in'
4. Select the appropriate Position and Incident to access boards. To create or access your [personnel record](#) select 'WebEOC User' and 'Personnel Access'.



Resetting your password

- Click 'Forgot Password?' on login page
- Enter your username (your name) e.g. Jane Jones
- Enter your email address i.e. work email address
- Click 'continue'
- You will be sent an email with a temporary password that requires resetting on first log in

Note: You will be requested to change your password every 90 days. When you change your password, you must select a new password (different to current and previous passwords) that meets the criteria above.

Personnel Record

Each user has a personnel record that contains roles (nominated and qualified), contact details, work location, work restrictions, licences, authorisations, vaccinations and emergency contacts. This record allows personnel to add [attachments](#) including a photo for identification and nominate when they are [available](#) for emergency responses.

Create or edit your personnel record

- Select 'Personnel Record' board via menu icon.

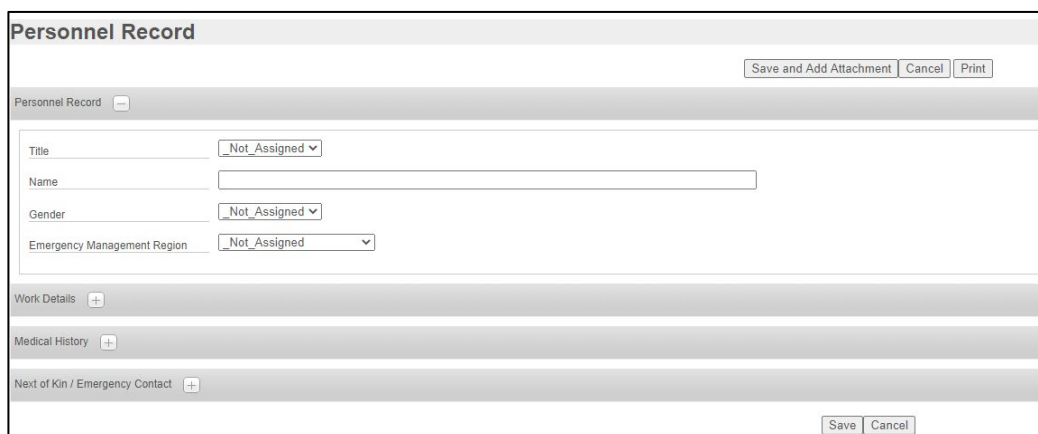


- An existing personnel record will appear when the 'username' used to log into WebEOC matches the 'name' field in the personnel record. Click 'edit'.
- Where no record appears, click 'new user'.



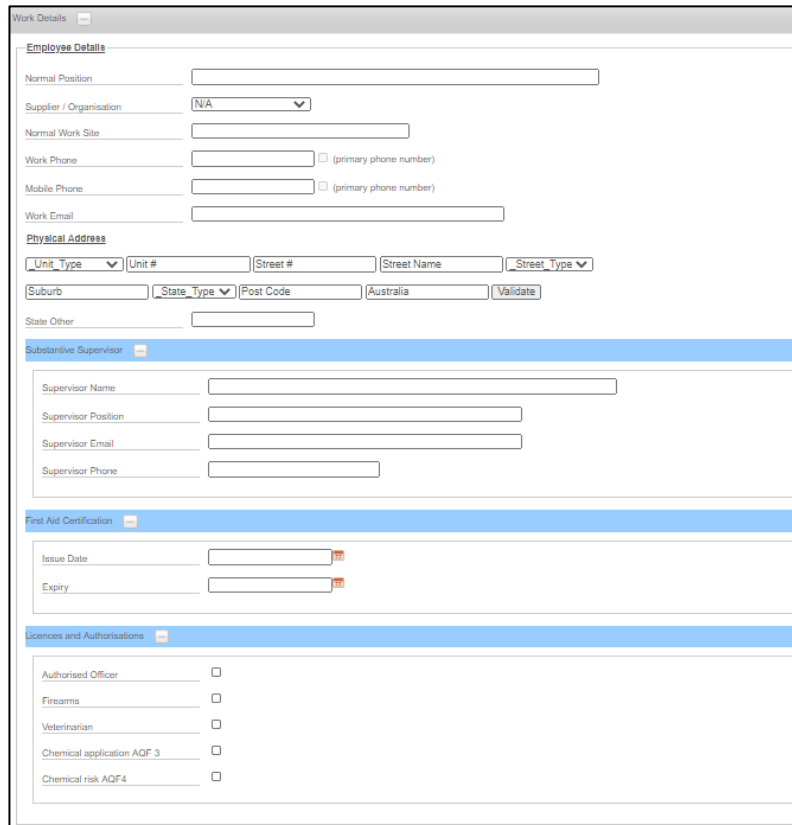
1. Enter details for 'personnel record'

- Name – MUST BE the same as your username
- Emergency management region – select region and/or agency



2. Enter 'work details'

- a. Complete 'employee details' and 'physical address' – this information is required when Logistics are contacting people to participate in emergency responses
- b. Substantive supervisor – details required in case of work health and safety issues
- c. First aid certification – current qualifications allow first aiders to be easily identified
- d. Licences and authorisations – some response roles require specific skills/authorisations



Work Details

Employee Details

Normal Position

Supplier / Organisation

Normal Work Site

Work Phone (primary phone number)

Mobile Phone (primary phone number)

Work Email

Physical Address

Unit Type Unit # Street # Street Name Street Type

Suburb State Type Post Code Australia Validate

State Other

Substantive Supervisor

Supervisor Name

Supervisor Position

Supervisor Email

Supervisor Phone

First Aid Certification

Issue Date

Expiry

Licences and Authorisations

Authorised Officer

Firearms

Veterinarian

Chemical application AQF 3

Chemical risk AQF4

3. Enter 'medical history'

- a. Optional - add any issue that may impact on the role you may fill, the hours of work etc
- b. Add (and keep current) any immunisations – click 'add next' to add more immunisations

Note: Some field roles may require immunity/immunisations prior to deployment e.g. current influenza vaccination for avian influenza field crew roles.



Medical History

Any work related comments

Immunity

Influenza Date of Immunisation

Q Fever Date

Add Other Immunisations

Other Immunisation #1


Immunisation

Date of Immunisation

Expiry Date

Add Next | Hide All | Show All

4. Enter 'next of kin / emergency contact'



5. Click 'save' – your personnel record summary will appear with your 'personnel id number'

Attachments

1. Click the 'attachments' button on your personnel record
2. Add any relevant document (e.g. certificates, qualifications, licences) by clicking on 'add record' button
 - a. Click on 'choose file' and enter attachment details
 - b. Click 'save'
3. Add a photo of yourself by clicking on 'upload photo'
 - a. Click on 'choose file', then 'save'

Note: the photo displays on your personnel record and photo role identifications cards so use a passport style photo (with a smile).

- b. Repeat the process to replace the photo

Availability

1. Click the 'availability' button on your personnel record
2. Enter when you are available to participate in an emergency response by clicking 'new availability'
 - a. Enter dates you are available
 - b. Use the daily, weekdays, weekend, weekly options if relevant. 'No recurrence' is default and means the dates between the from and to dates.
 - c. Click 'available on request' if relevant i.e. can be contacted after 'available' personnel have been utilised
 - d. Click 'save' to exit or 'save & add new entry'



Availability calendar

- 'Available' is displayed in **green** and 'available on request' in **orange**
- Entries can be updated using the 'edit' and 'delete' buttons

Available From	Available To	Available On Request	Recurrence	Actions
11/10/2020 18/10/2020	17/10/2020 24/10/2020	Yes	Nil Nil	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

October 2020						
Prev	Next	Today				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7