

## Emergency Operations | Web EOC **HOW TO GUIDE**

# Rostering

### Contents

General.....	1
Selecting roster boards from main menu.....	1
Roster – Configuration.....	2
Roster structure .....	2
Role details.....	3
Roster – Assignment .....	4
Assigning role .....	4
Role vacancy calendar .....	4
Assign person.....	5
Roster .....	6

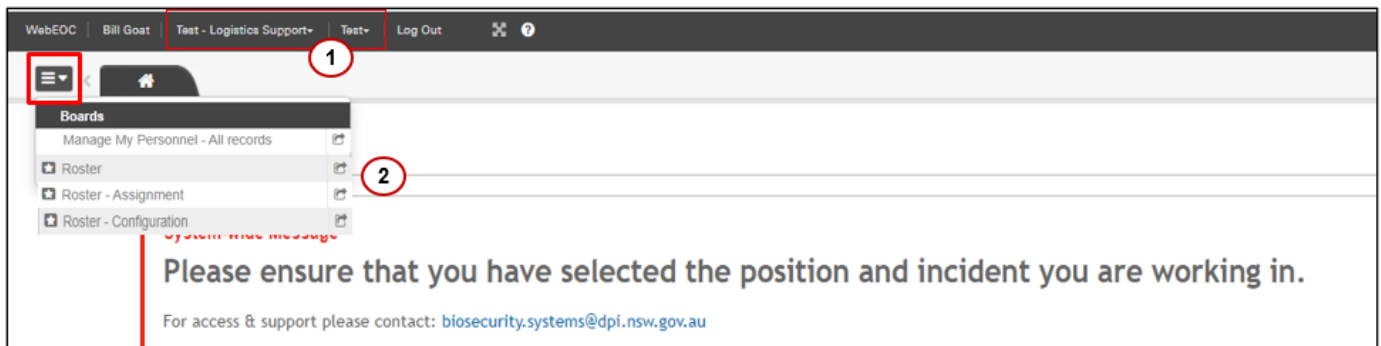
### General

Rostering personnel in responses involves determining roles required and assigning personnel to those roles in the roster. The responsibility to complete these tasks limits access to the boards to roles in Planning and Logistics.

The roster is available to all users to view and displays all rostered positions for a selected period of time. The roster displays a default period of two weeks starting on the current date.

### Selecting roster boards from main menu

1. Check your ‘position’ and ‘incident’ is correct.
2. In the main menu, select from:
  - a. ‘Roster – Configuration’ to add new or edit roles, completed by Planning
  - b. ‘Roster – Assignment’ to assign personnel to roles, completed by Logistics
  - c. ‘Manage My Personnel – All records’ for a list of available personnel and their roles
  - d. ‘Roster’ to view the current roster, including contact details for roles



## Roster – Configuration

Roster configuration comprises of two steps:

1. Roster structure – displays a list of all configured roles for all incidents in WebEOC
2. Role details – is accessed using the ‘add role’ button on the ‘roster structure’ display view

### Roster structure

Before adding a new role please filter to ensure the role does not exist for the required Incident, location, dates and shift using the available filters.

Features of the ‘roster structure’ board allows the list to be searched by users and includes:

1. Total roles for the current date – changes with application of filters
2. ‘Add role’ button – links to [‘role details’](#) board
3. ‘Edit’ button – update details of an existing role including adding contact details
4. Filters – cumulative filters for control centre location, recurrence of the role (e.g. daily, weekday only or weekend only), role, incident name and contact details. Note: Inserting % allows you to complete a search for all roles that contain a set of characters.
5. Role start and end dates – displays roles starting/ending on a specific date
6. Shift start and end times – displays roles starting/ending at a specific time
7. List of all roles in all incidents

### Roster Structure

1 Role Count per Day 2

Location:

Recurrence:

Function / Role / Primary Duty:

Search Incident, Contact:

2

Role Start Date:

Shift Start Time:

Role End Date:

Shift End Time:

Incident	Location	Role	Contact	Role Start Date	Role End Date	Shift	Recurrence	Edit
Bush fire 2021 410	LCC - Central West	Agency Liaison Officer		11/01/2021		07:00 - 19:00	Nil	<input type="button" value="Edit"/>
Bush fire 2021 421	LCC - Central West	Field Crew - Fodder	0123 012 332 field.crew.lcc.1e3@dpi.nsw.gov.au	21/01/2021	25/02/2021	07:00 - 19:00	Nil	<input type="button" value="Edit"/>

## Role details

Complete the details for the new role/s including:

1. Incident and 'add new incident' – select relevant incident or add a new incident if not listed
2. Function and role – the function list will impact the roles displayed
3. Number required - multiple identical or near identical roles can be added simultaneously (e.g. field crew) with specific details edited on individual roles, e.g. contact details.
4. Primary duty – applies for specific roles e.g. field crew – fodder
5. Reports to – select or write the response supervisor's role
6. Role start and end date – the start date must be entered; the end date can be left blank or entered if known. Note: it can be edited at a later date if required.
7. Shift period – default is 7am to 7pm. Note: maximum shift length is 12 hours.
8. Recurrence – default is 'no recurrence' meaning shifts are every day between the start and end dates; daily, week days, weekly and weekend allows for selection of days
9. Contact details – for the role (not an individual)

### Role Details

Add New Incident
Cancel
Save

Incident	<input type="text"/>	▼		
Location	SCC - Orange	▼		
Function	<input type="text"/>	▼		
Role	<input type="text"/>	▼	Number Required	<input style="width: 50px;" type="text" value="1"/>
Primary Duty	<input type="text"/>	▼		
Reports To	<input type="text"/>			
Role Start Date*	<input type="text"/>	📅		
Role End Date	<input type="text"/>	📅		
<b>Shift Period</b>				
Shift Start Time	07:00	🕒		
Shift Finish Time	19:00	🕒		
<b>Recurrence</b>				
<input type="radio"/> Daily <input type="radio"/> Week Days <input type="radio"/> Weekly <input type="radio"/> Weekend <input checked="" type="radio"/> No Recurrence				
<b>Contact Details</b>				
Phone	<input type="text"/>			
Mobile	<input type="text"/>			
Email	<input type="text"/>			

Cancel
Save

## Roster – Assignment

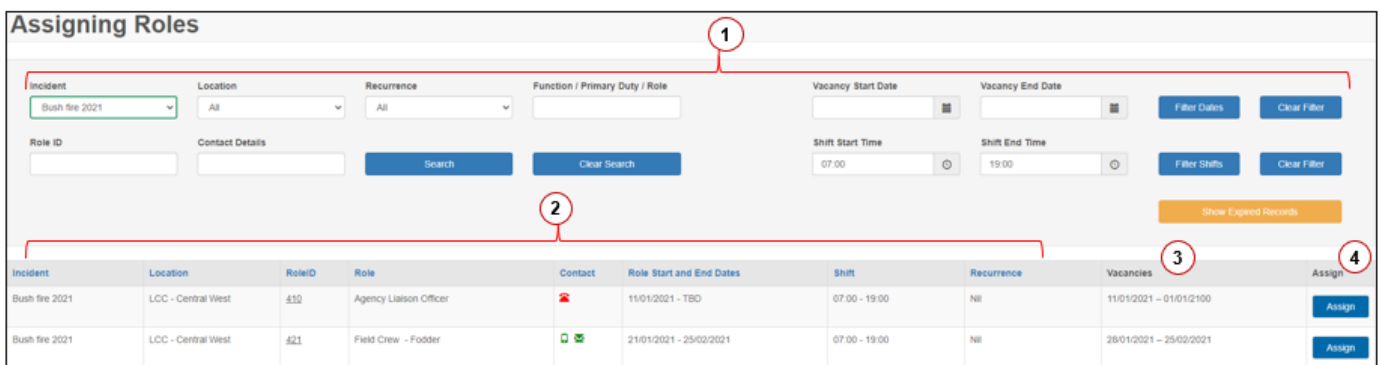
Roster assignment involves the following steps (detailed further below):

1. '[Assigning Role](#)' – review display of all configured roles for all Incidents, sort to ensure roles with vacancies appear at the top of the list, and filter for relevant incident, location, function etc.
2. '[Role Vacancy Calendar](#)' – accessed using the 'assign' button for each role, displays vacancies and assigned personnel by role.
3. '[Assign Person](#)' – accessed by clicking 'assign' or 'edit' on the 'Role Vacancy Calendar' to assign a person to a shift or shifts.

## Assigning role

Features of the 'assigning role' board allows the list to be searched by users and includes:

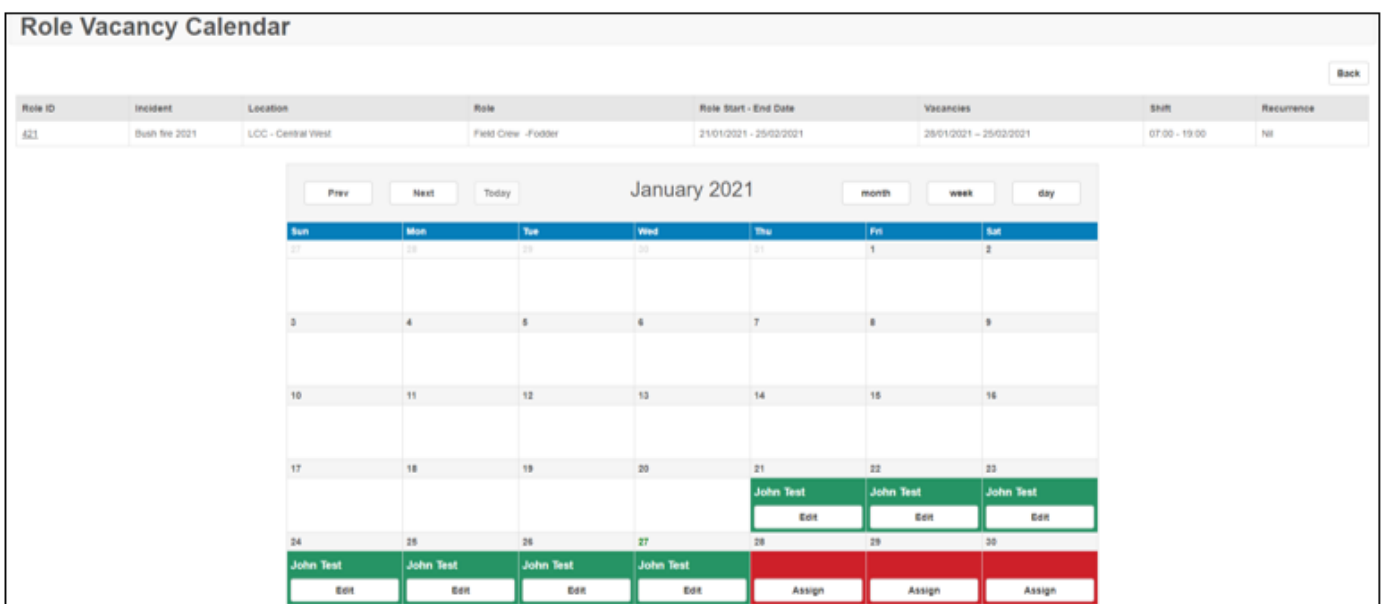
1. Filters – for incident, location, recurrence, function (e.g. Operations), primary duty, role, role ID, contact details, vacancy dates and shift times.
2. Role details – each line represents a single role and the dates and times it is required.
3. Vacancies – dates/shifts still to be filled
4. Assign – link to 'role vacancy calendar' to display assigned personnel and to fill vacancies



Incident	Location	RoleID	Role	Contact	Role Start and End Dates	Shift	Recurrence	Vacancies	Assign
Bush fire 2021	LCC - Central West	450	Agency Liaison Officer		11/01/2021 - TBD	07:00 - 19:00	Nil	11/01/2021 - 01/01/2100	<a href="#">Assign</a>
Bush fire 2021	LCC - Central West	421	Field Crew - Fodder		21/01/2021 - 25/02/2021	07:00 - 19:00	Nil	28/01/2021 - 25/02/2021	<a href="#">Assign</a>

## Role vacancy calendar

Select either '[assign](#)' to fill vacancies or '[edit](#)' to change personnel in the role.



Role ID	Incident	Location	Role	Role Start - End Date	Vacancies	Shift	Recurrence
421	Bush fire 2021	LCC - Central West	Field Crew - Fodder	21/01/2021 - 25/02/2021	28/01/2021 - 25/02/2021	07:00 - 19:00	Nil

January 2021
   
 Sun 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

## Assign person

Personnel can be assigned by completing 'assign person'. Role details are summarised at the top.

### Assign Person

Role ID	Incident	Location	Role	Vacancies	Shift	Recurrence
421	Bush fire 2021	LCC - Central West	Field Crew Fodder	28/01/2021 – 25/02/2021	07:00 - 19:00	Nil

Person ID

Person Name

Other

Person Start

Person End

No. of Days Rostered

Field name	Action or data
Person ID	ID number from WebEOC 'personnel' board. Entering this number and clicking on the screen will auto fill the 'person name' field.  Note: The person must be contacted prior to being assigned to the role. Refer to the <a href="#">Logistics and finance emergency response guide</a> for details.
Person name	Name of person (from WebEOC).
Other	Tick for person not in WebEOC or for any unnamed person from another agency, enter the person's name or the agency e.g. SES, RFS, ADF.
Person start	Displays date selected on 'role vacancy calendar'. Can be edited.
Person end	Displays date selected on 'role vacancy calendar'. Can be edited.
No. of days rostered	Number of days between start and end dates. Display is <b>green</b> when days is equal to or less than 7 days, and <b>red</b> when greater than 7 days.

## Roster

The roster display consists of:

1. General 'Search' field allows for filtering of data contained in the role ID, incident, location, role, shift and contact details.
2. 'Name' search used to locate the next roster period for a particular person.
3. 'Date' filter jumps to a required date on the roster. It defaults to the Sunday previous to today.
4. 'Prev' and 'Next' buttons move the displayed roster back or forward by one week increments.
5. Role ID, incident, location, role and shift – assigned when a role is created. When incident is 'multiple', roles are usually at a coordination level covering multiple incidents.
6. Contact – details for the role are displayed by hovering over the icon
  - a. **Green icons** = details are available for phone, mobile number, email
  - b. **Red icons** = no details available (if details are required contact Logistics)
7. Rostered personnel
  - a. **Green** - role is filled for the shift by the person whose name is displayed. Multiples of the same roles are listed on separate lines.
  - b. **Red** – role is required but yet to be filled
  - c. **Grey** – role is not active

Roster																				
Search <input type="text" value=""/>		Search		Clear Search		Date	17/01/2021		Go		Reset		Show Expired Records							
Name <input type="text" value=""/>		Search		Clear Search		SUN 17/01/2021 - SAT 30/01/2021							Next							
Role ID	Incident	Location	Role	Shift	Contact	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
410	Exotic Spaghetti	LCC - Central West	Agency Liaison Officer	07:00 - 19:00																
421	Exotic Spaghetti	LCC - Central West	Field Crew - Fodder	07:00 - 19:00						John Test	John Test	John Test	John Test	John Test	John Test	John Test				