



Policies and Procedures

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MVERBEE CO[®]

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User Accounts

- Kansas Division of Emergency Management and the state WebEOC Administrator reserves the right to deny, disable, or otherwise alter any user account for any reason.
- Users requesting positions within a jurisdiction must obtain the approval of that jurisdiction's Emergency Management Director/Coordinator.
- State users requesting access must obtain the approval of their supervisor and State Emergency Operations Center Manager.
- Users, Supervisors, and EMs may request changes to accounts through KDEM's WebEOC Administrator.
- New accounts may be requested via forms available on the KDEM website.
- User accounts are assigned to specific individuals and should not be shared.
- Users will maintain current information in their user profile. Accounts with invalid email addresses will be deleted.

Incidents

Naming Incidents

Names of WebEOC incidents should follow the protocol below. Incidents otherwise named may be deleted or renamed. Use common language when naming.

- Real world events – start with the year, month and day following by a location and type of event.
 - 04 26-27 14 State Spring Storm
 - 12 05 14 Northwest Snow Storm
- Planned events – state with the word “Event” followed by date, name, and location.
 - Event – 07 04 14 Shawnee County Spirit of Kansas
 - Event – 06 14 14 Symphony in the Flint Hills
- Exercises – start with the word “Exercise” followed by name and date.
 - Exercise – 07 24 14 Wolf Creek
 - Exercise – 08 04 14 Vigilant Guard
- Daily Operations – start with “KS Daily” followed by the year.

- KS Daily 2014

Incident Creation and Closure

The majority of WebEOC incidents will be created by the system administrator. Controller positions also have access to a board under administrative rights. It is critical that incident creation is a coordinated effort to avoid duplication, redundancy, and potential loss of situational awareness or missed requests.

- Incidents will be created to report weather or other event information that may cause a public safety concern.
- If the aftermath of an incident will require an extensive recovery period, a separate roll off incident may be created to be used by those heavily impacted areas.
- Training incidents will be archived a month after the class.
- Exercise incidents will be archived after the AAR is complete.
- Real world incidents will be archived at the direction of the KDEM Response and Recovery Branch Director.
- Planned events will be deleted or archived as directed by the KDEM Response and Recovery Branch Director.
- Incidents will be fused at the discretion of the state WebEOC administrator.

Position Access Codes (PACs)

Position Access Codes (PACs) will not be available for position registration.

Position Overview

Note: The permissions associated with each position should not be used to replace any local process already in place. A standard set of universal permissions was created to allow the most flexibility to meet the current processes and policies within each jurisdiction. Users are encouraged to use WebEOC as a tool and not a replacement for current process, relationships, and policies.

All positions:

- Have the ability to view the Weather Dashboard.
- Submit suggestions
- Utilize the chat room

In a typical EOC operation an individual may have multiple duties or positions; therefore, in WebEOC the user can have more than one position. It is easy to switch positions with the click of a button (see user's guide).

The position you are logged in as will determine the information you are able to see. Each position has different editing and viewing rights. Also, your current position will determine which incidents are available to you. For example, “KS Daily 20##” incidents are assigned to each county with positions only in that county being able to view them.

If you have a state agency representative reporting to you EOC, please refer him/her to the state WebEOC administrator to have a user account established with the correct position/permissions. Emergency management directors also have the authority to approve any user for a position within their jurisdiction.

The state of Kansas reserves the right to deny, revoke, or disable access to anyone under any circumstance at any time.

WebEOC Changes and Development

- The WebEOC team welcomes continues feedback and ways to improve the system for all users.
- Feedback can be provided directly to the administrator through Suggestions board located within WebEOC and direct emails to marlo.g.tangney.nfg@mail.mil.
- Feedback will be considered and prioritized based on the potential overall impact on the state.
- Requests additions and updates to the file library, links section, and menu items should be sent directly to the WebEOC administrator at marlo.g.tangney.nfg@mail.mil.
- Final development decisions will be at the discretion of the state administration team.