



Logging Into WebEOC

1. Go to <https://boston.webeocasp.com>
2. Type *Username* and click **Next**

JUVARE WebEOC

Sign In

Email
jdoe@bphc.org

Remember me

By proceeding, you agree to Juvare's [Privacy Policy and Terms & Conditions](#).

Next

Need help signing in?

3. Type *Password* and click **Sign On**

JUVARE WebEOC

Sign In

Email
mallen@bphc.org

Password

Remember me

By proceeding, you agree to Juvare's [Privacy Policy and Terms & Conditions](#).

Sign In

Need help signing in?
Back to sign in

4. Select the correct *Position* and *Incident* from the corresponding drop down menu, then click **Continue**.

NOTE: The correct Incident name can often be found in a MIC SitBrief or notification.

Postion

JUVARE WebEOC

Select Position and Incident

Position
BOS - Boston Public Health Commission

Incident
March 2023

Cancel Continue

5. Add additional information as requested

JUVARE WebEOC

Additional Login Information

Name *
Katherine Tejada

Location
Boston

Phone Number *
+1 01-555-0123

Comments

Cancel Continue

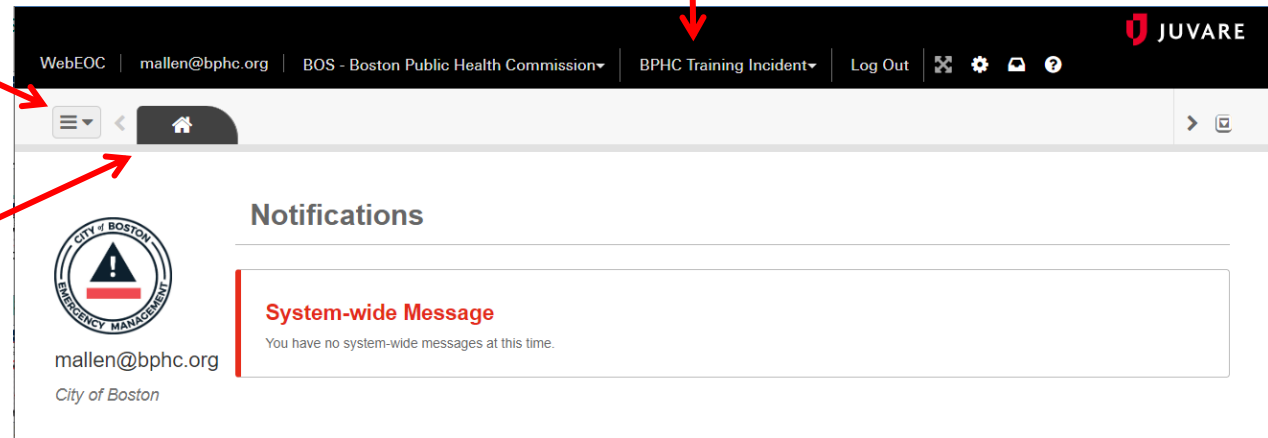
If you have trouble accessing the City of Boston WebEOC or need to reset your password, contact the Medical Intelligence Center at **617-343-6920**.

Home Screen Functions

Select the **Menu**
Drop Down to view
the **Control Panel**
which includes
Boards and Tools

Select the **Home**
button to return
to the Home
Screen

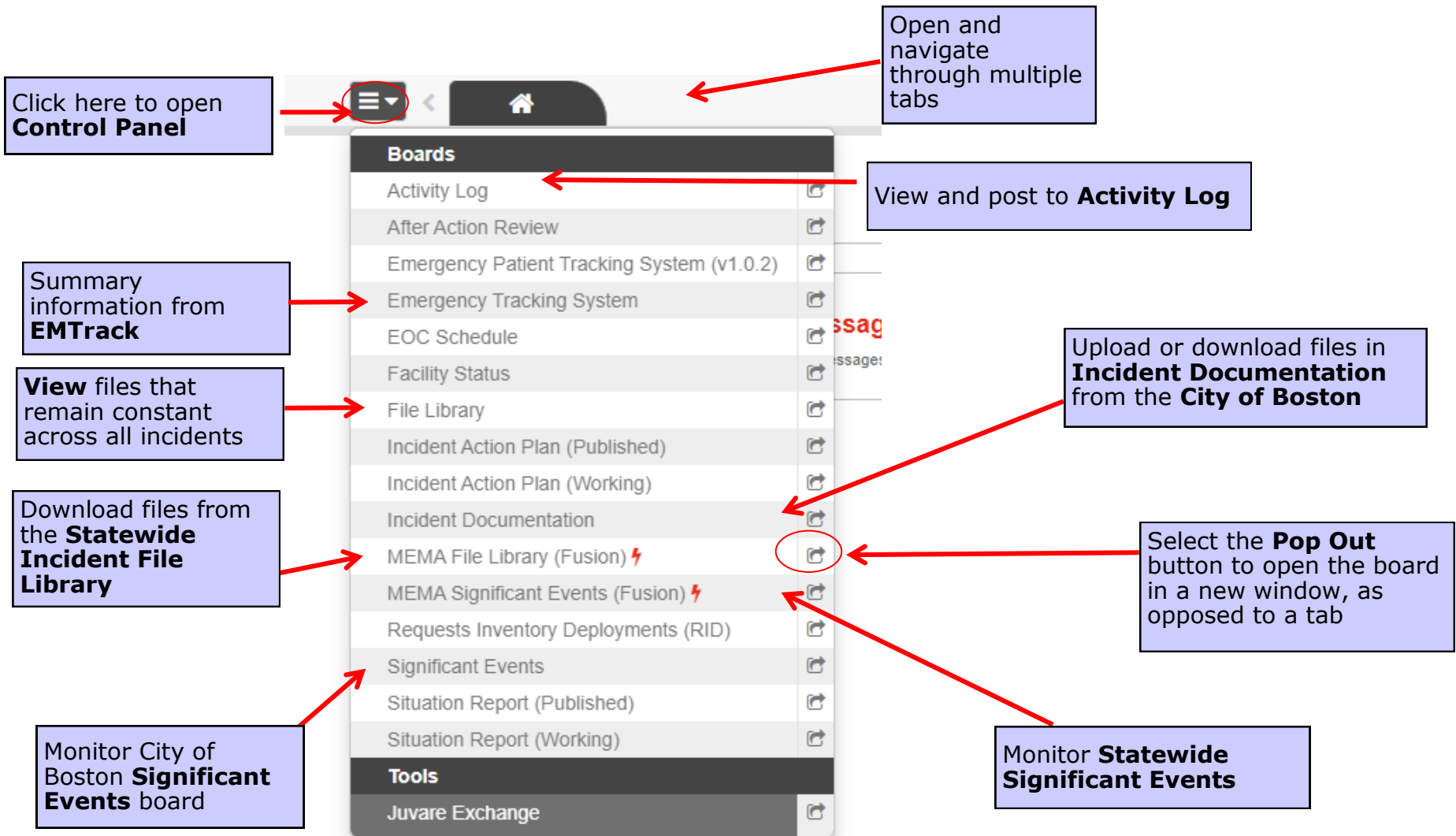
If necessary, you can the change
Incident using the drop down
menu next the current incident.



Control Panel View

To view items in a board:

1. Click on the board name in the Control Panel.
2. The board will open in a new tab next to the Home button in the existing window.



The screenshot shows a mobile application interface with a 'Boards' list. Callout boxes provide the following information:

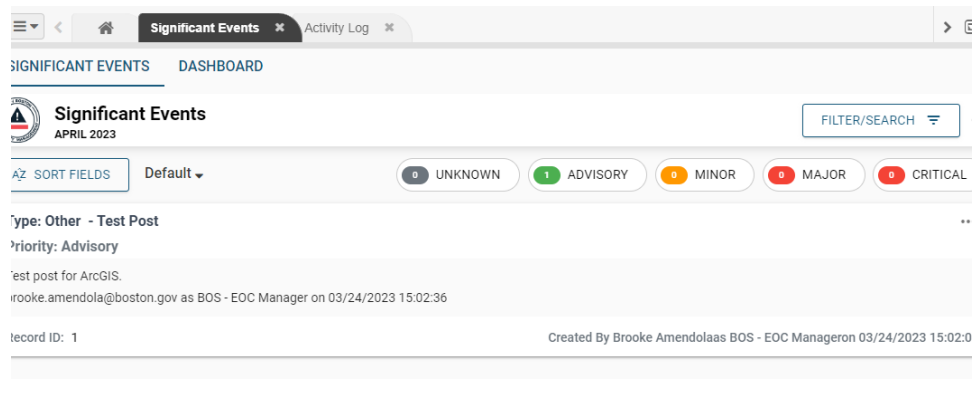
- Click here to open Control Panel**: Points to the hamburger menu icon.
- Open and navigate through multiple tabs**: Points to the home button.
- View and post to Activity Log**: Points to the 'Activity Log' board item.
- Summary information from EMTrack**: Points to the 'Emergency Tracking System' board item.
- View files that remain constant across all incidents**: Points to the 'File Library' board item.
- Download files from the Statewide Incident File Library**: Points to the 'MEMA File Library (Fusion)' board item.
- Monitor City of Boston Significant Events board**: Points to the 'Significant Events' board item.
- Upload or download files in Incident Documentation from the City of Boston**: Points to the 'Incident Documentation' board item.
- Select the Pop Out button to open the board in a new window, as opposed to a tab**: Points to the pop-out icon on the 'MEMA File Library (Fusion)' board item.
- Monitor Statewide Significant Events**: Points to the 'MEMA Significant Events (Fusion)' board item.

Boston WebEOC 9.15 Reference Guide for ESF #8 Users

Significant Events

View significant posts from agencies in ESF #8 Public Health and Medical, as well as additional disciplines, including:

- ◆ Emergency Management
- ◆ Public Safety
- ◆ Public Works
- ◆ Transportation



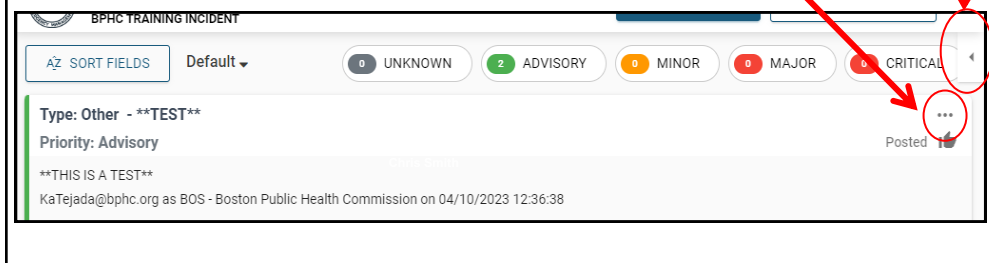
Activity Log

View and update posts from ESF #8 partners:

- ◆ Medical Intelligence Center/Public Health
- ◆ ESF #8 Desk at the City of Boston EOC
- ◆ Emergency Medical Services
- ◆ Hospitals
- ◆ Community Health Centers
- ◆ Long Term Care Facilities

Click the 3 dots and select edit to update a post

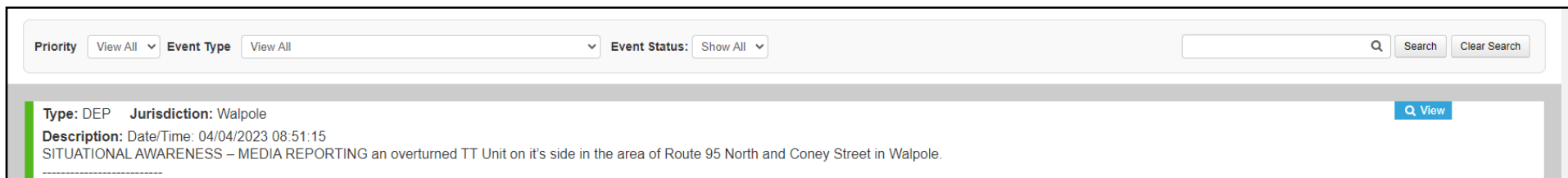
Click the triangle view the map



MEMA Significant Events

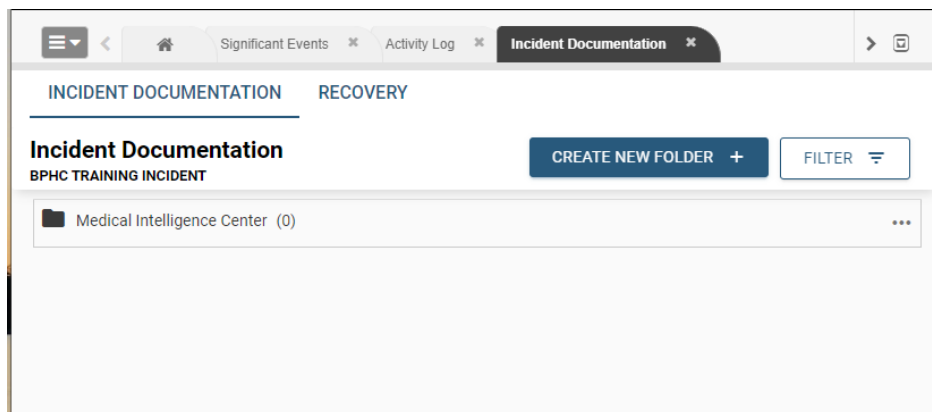
View significant posts from statewide partners:

- ◆ Massachusetts Department of Public Health
- ◆ Massachusetts State Police
- ◆ Massachusetts Emergency Management Agency
- ◆ Other State Agencies



Incident Documentation

The **Incident Documentation** board is used to store and share incident-related documents and resources such as Incident Action Plans, Operations Plans, Situation Reports/Briefs and Maps from various City of Boston agencies. MIC Ops Plans and Situation Briefs can be found in a separate subfolder.

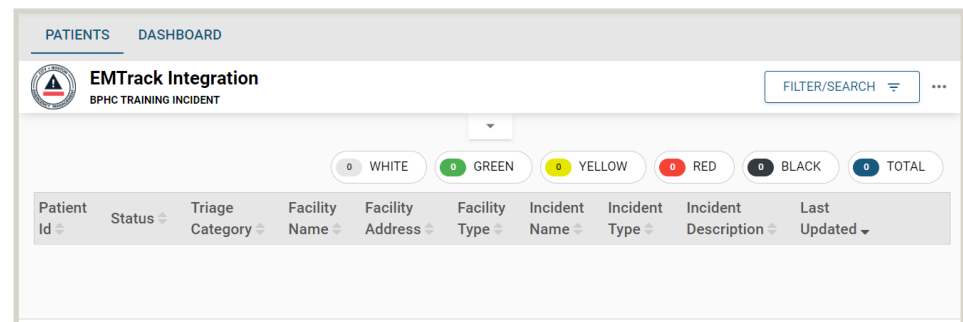


To upload a document to the Incident Documentation board:

1. Open the **Incident Documentation** board.
2. Click on the 3 dots of the folder to which you want to upload (example: "Situation Reports"), then click **New File**.
3. Click **Attachment** to browse for the file you want to add, then click **Open**.
4. Type your file description in the box provided.
5. Click **Save** to upload the file.

Emergency Patient Tracking System

The Emergency Patient Tracking Board provides a summary of any incident-related patient tracking in progress at healthcare facilities or incident sites.



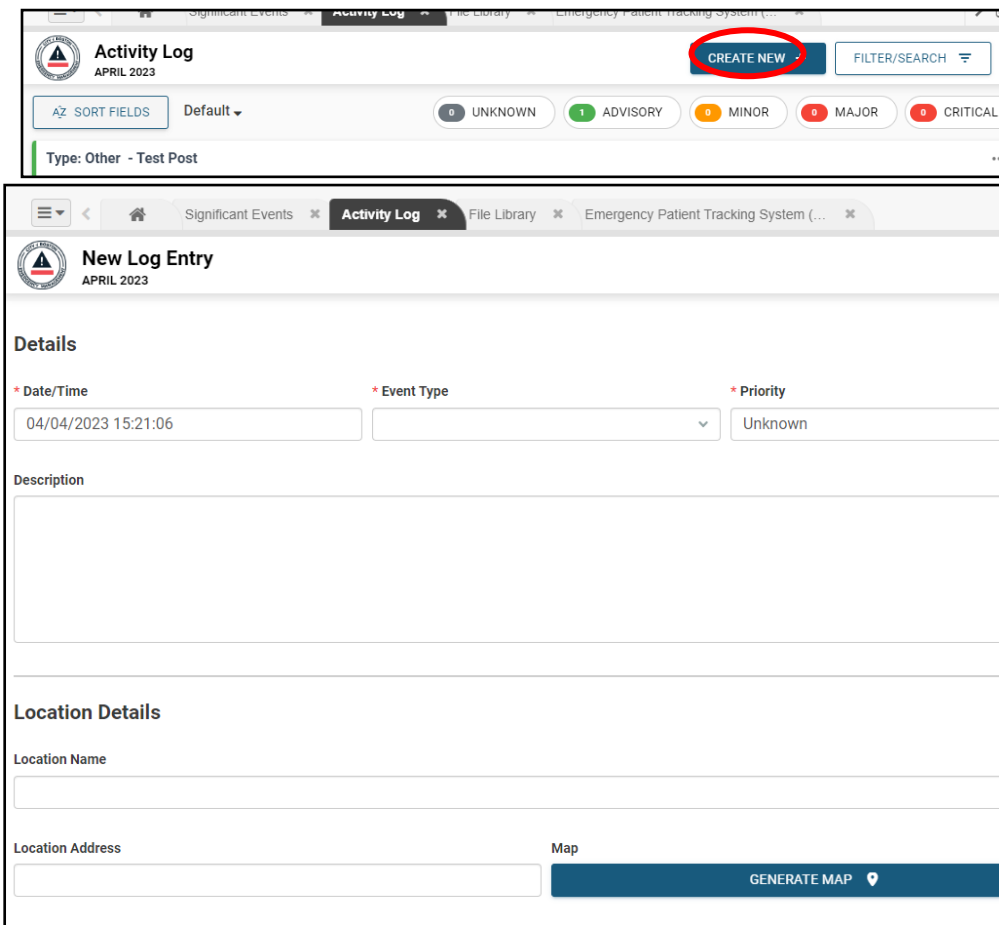
This board also provides a direct link to the Patient Tracking Program EMTrack. Select this link to view additional Patient Tracking data.

MEMA File Library (Fusion)

The MEMA File Library board is used by the State Emergency Operations Center to share incident-related documents and resources. City of Boston users can view documents in this folder but will not store any documents on this board.

Create a New Post in Activity Log for ESF #8 Public Health and Medical

1. Open the **Activity Log** Board from the home screen drop down menu.
2. Click **Create New** at the top right. This will open the **New Log Entry Form**.
3. Select **Event Type** and **Priority Level** for your post.
4. Enter the information you want to post in the **Description** box.
5. Enter **Location Details** including Location Name and Address. Make sure to click save and look for a green checkmark to confirm it has been saved. Select **Generate Map** to place the location on a map.
6. If applicable, you can attach up to two files to your post by selecting **Choose File** and selecting the desired file(s) to attach.
7. Under **Routing** you may select the option "Post to Boston Significant Events Review".
 - ⇒ Posts to **Significant Events** will be reviewed by system administrators. If approved, your post will be visible to all City of Boston WebEOC users.
8. Click **Save** to post the record.



The screenshot displays the 'Activity Log' interface. At the top, there is a 'CREATE NEW' button circled in red. Below it, there are filters for 'SORT FIELDS' (Default) and 'Priority Level' (UNKNOWN, ADVISORY, MINOR, MAJOR, CRITICAL). The 'Type' is set to 'Other - Test Post'. The 'New Log Entry' form is shown with the following fields:

- Details:**
 - * Date/Time: 04/04/2023 15:21:06
 - * Event Type: (dropdown menu)
 - * Priority: Unknown
- Description:** (text area)
- Location Details:**
 - Location Name: (text field)
 - Location Address: (text field)
 - Map: (button with location pin icon)
 - GENERATE MAP (button)

Guidelines for Posting Information

- Post department-specific response actions, key issues, and requests for support.
- Be brief and specific in the details of your post. Include implications of the event and any actions taken.
- The information should be appropriate and professional. Your entries will be seen by many people.
- Do not use jargon or acronyms when entering information.
- Do not share protected health information in your post.
- **Remember to verify before you post!**