



WebEOC

User Guides v3.0

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Part I: Introduction

① Accessing WebEOC

- Open Internet Explorer or Mozilla Firefox or Safari.
- You can access **WebEOC** in 2 ways:
 1. Enter the complete link listed below in the address bar:
<https://webeoc.ncttrac.org>
 2. Go to www.ncttrac.org and click on the **WebEOC Purple Globe**.

② Login to WebEOC

- Access **WebEOC** as shown in **Step 1**.
 1. You must read, accept the NCTTRAC Privacy Statement and click on the **Submit** button.
 2. Enter your **username**, **password** and click on the **OK** button.
(Note: You can request a new WebEOC account at the NCTTRAC helpdesk: <http://support.ncttrac.org>
(Note: If you forgot your Username or Password, click on the **Forgot Username/Password** link to reset it.

③ Selecting Position and Incident

- Once logged into **WebEOC**,
 1. Select the **Position** in the position pull down menu.
 2. Select the **Incident** in the incident pull down menu.
 3. Click the **OK** button to continue or **Cancel** button to cancel.

④ WebEOC Control Panel

- Once logged into **WebEOC** with your position and incident selected, you'll access the **WebEOC Control Panel**.
- In the Control Panel, you will find the following sections
 - **Boards**: local boards specifically assigned to your position
 - **Boards - Texas**: external state boards
 - **Menus**: collection of ICS/FEMA forms
 - **Plugins**: useful utilities
 - **Links**: shortcuts to important applications/websites

⑤ Login off WebEOC

- Click the **Log Off** button.

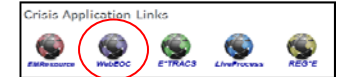
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I.



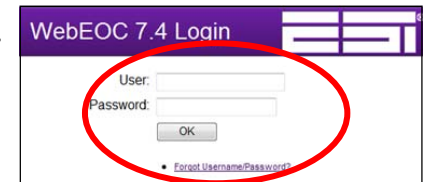
II.



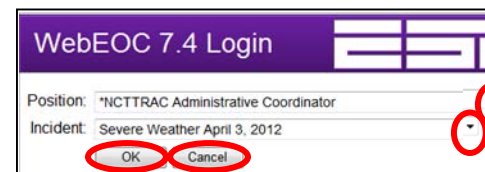
② I.



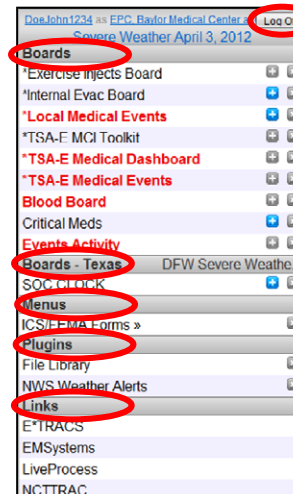
II.



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Part II: Boards

① Accessing the Blood Supply Board

- Login to WebEOC.
- Click the **Blood Supply** link in the Control Panel.

② Creating a PDF of the Blood Supply Board

- Click the **Create PDF** button.

③ Displaying Details of the Blood Supply Board

- Click the **Details** button to view the details for your facility.

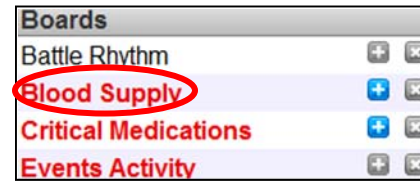
④ Editing the Blood Supply Board

- Click the **Edit** button next to your facility name.

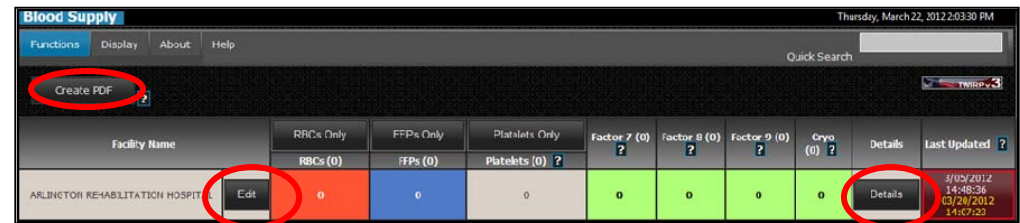
⑤ Entering Blood Supply Information

- Enter **Packed Red Blood Cells (RBCs)** in **Red** Section.
- Enter **Fresh Frozen Plasma (FFPs)** in **Blue** Section.
- Enter **Platelets** in **Grey** Section.
- Enter **Other Types** in **Green** Section.
- Enter **Facility Details** in the **Black** Section.
- Click the **Save Changes** or **Cancel Changes** button.

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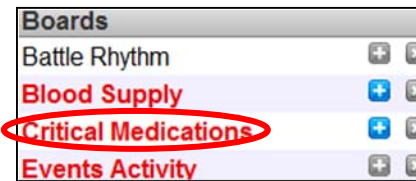
⑤

A screenshot of the 'Facility Blood Supply Input' form. The form is divided into several sections: 'Packed Red Blood Cells (RBCs)' (red background), 'Fresh Frozen Plasma (FFP)' (blue background), 'Platelets' (grey background), 'Other Types' (green background), and 'Facility Details' (black background). Each section contains input fields for different blood types and factors. The 'Save Changes' and 'Cancel Changes' buttons at the bottom are circled in red.

① Accessing the Critical Medications Board

- Login to WebEOC.
- Click the **Critical Medications** link in the Control Panel.

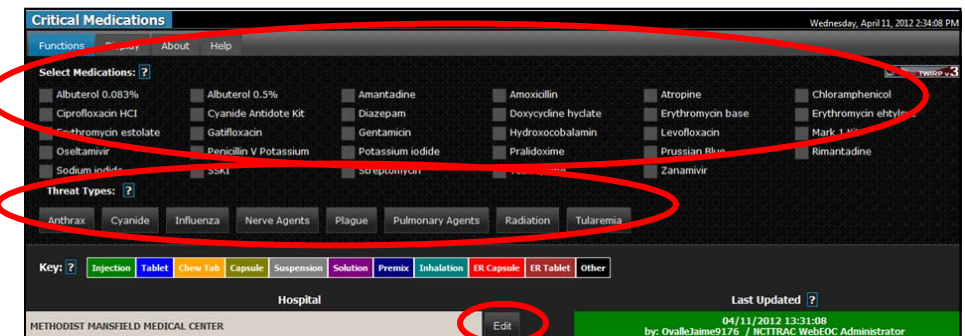
①



② Displaying Critical Medications

- Open the **Critical Medications** board (See step 1).
- Select the **Medication(s)** button that you would like to see.

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③ Displaying Critical Medications by Threat Type

- Open the **Critical Medications** board (See step 1).
- Select the **Threat Type** button that you would like to see.

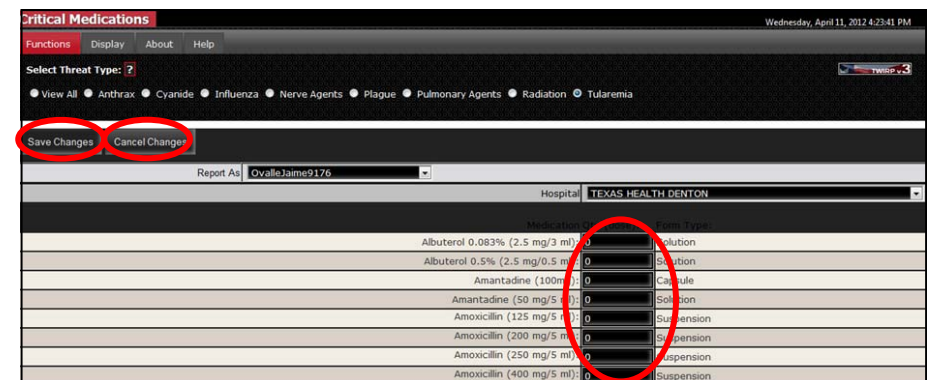
③



④ Editing the Critical Medications

- Click the **Edit** button next to your facility name (See Image 2).
- Enter the **Medications Quantity (Dose)**.
- Click the **Save Changes** or **Cancel Changes** button.

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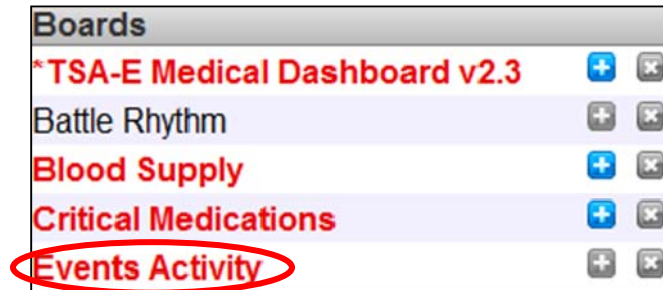
① Accessing the Events Activity Board

- Login to **WebEOC**.
- Click the **Events Activity** link in the Control Panel.
(Note: Only NCTTRAC Administrators can edit this board.)

② Creating a PDF of the Events Activity Board

- Click the **Create PDF** button.

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WebEOC - Exercise Injects Board

WebEOC Support: support@ncttrac.org

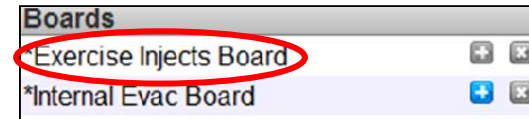
① Accessing the Exercise Injects Board

- Login to **WebEOC**.
- Click on **Exercise Injects** link in the Control Panel.
(Note: Only NCTTRAC Administrators can edit this board.)

② Creating a PDF of the Exercise Injects Board

- Click the **Create PDF** button.

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Exercise Injects [Read Only] NCTTRAC DIS Test Incident

Functions Display About Help

Create PDF

03/28/2012 10:53:04

Position:	NCTTRAC Crisis Application Administrator	***** CRISIS APPLICATIONS
User:	OvaleJaime9176	
Priority:	1 - Flash	
Event Type:	I---Information Only---I	

Subject: DRILL HAS ENDED

03/28/2012 10:53:04

Position:	NCTTRAC Crisis Application Administrator	Please identify your top three immediate needs for list your results in the LOCAL MEDICAL EVENTS board
User:	OvaleJaime9176	Once you have submitted your post, please view
Priority:	4 - Low	Once you have viewed your message in this board
Event Type:	I---Information Only---I	

Subject: IMMEDIATE NEEDS

03/28/2012 10:52:59

Position:	NCTTRAC Crisis Application Administrator	A fire has started at a manufacturing plant that is smoke is developing. All of the employees from the some of the on-scene responders are developing
User:	OvaleJaime9176	The fire does not currently affect your facility however department officials to determine the best course available.
Priority:	2 - High	
Event Type:	I---Information Only---I	

Subject: EVENT -- FIRE

03/28/2012 10:52:59

Position:	NCTTRAC Crisis Application Administrator	***** CRISIS APPLICATIONS
User:	OvaleJaime9176	
Priority:	3 - Medium	
Event Type:	I---Information Only---I	

① Accessing the Internal Evacuation Board

- Login to **WebEOC**.
- Click on **Internal Evacuation** link in the Control Panel.

② Creating a PDF of the Internal Evacuation Board

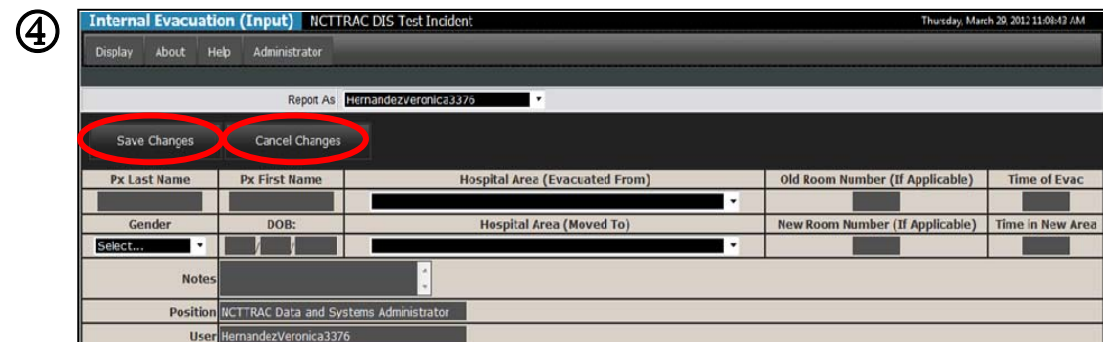
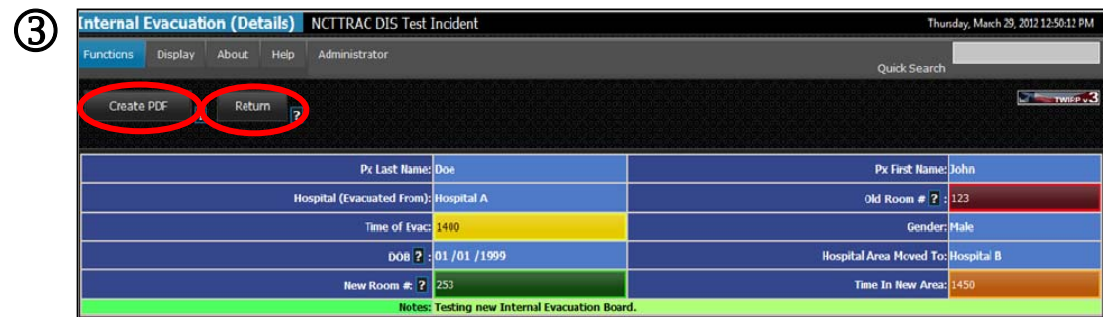
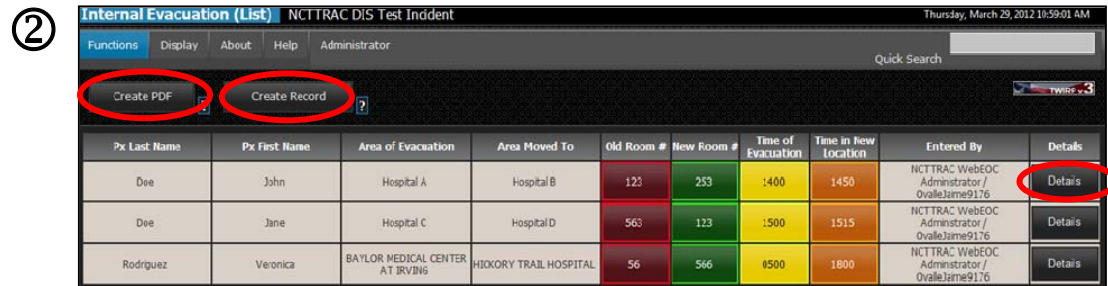
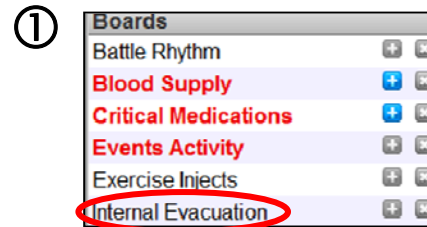
- Click on the **Create PDF** button.

③ Displaying Details of the Internal Evacuation Board

- Click the **Details** button to view the details for a patient (See image 2).
- Click the **Create PDF** button to create a pdf file of details for a patient.
- Click the **Return** button to go back to **Internal Evacuation** board.

④ Creating a Record in the Internal Evacuation Board

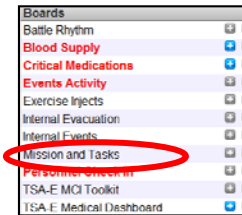
- Click on the **Create Record** button. (See image 2)
- Enter the following information:
 - **Px Last Name**
 - **Px First Name**
 - **Hospital Area (Evacuated From)**
 - **Old Room Number (If Applicable)**
 - **Time of Evacuation**
 - **Gender**
 - **DOB**
 - **Hospital Area (Moved To)**
 - **New Room Number (If Applicable)**
 - **Time in New Area**
- Click the **Save Changes** or **Cancel Changes** button.



① Accessing the Mission and Tasks Board

- Login to **WebEOC**.
- Click the **Missions and Tasks** link in the Control Panel.

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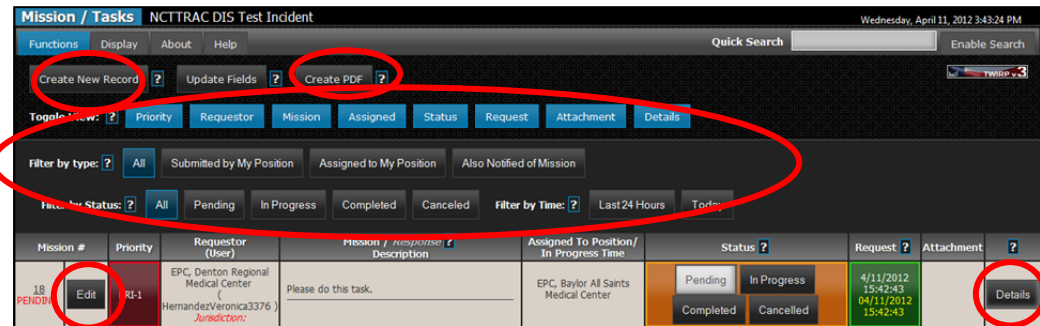
② Creating a PDF of the Mission and Tasks Board

- Click the **Create PDF** button .

③ Toggling View, Filtering by Type, Status, Time

- Click on the **Toggle View** button that you want to view.
 - Select the **Filter by Type** button to filter by type. (Note: by default all of the entries are displayed)
 - Select the **Filter by Status** button to filter by status. (Note: by default all of the entries are displayed)
 - Select the **Filter by Time** button to filter by time. (Note: by default all of the entries are displayed)

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④ Creating a New Record

- Click on the **Create New Record** button (See image 2).
- Enter the required information.
- Click the **Save Changes** or **Cancel Changes** button.

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⑤ Editing a Record Board

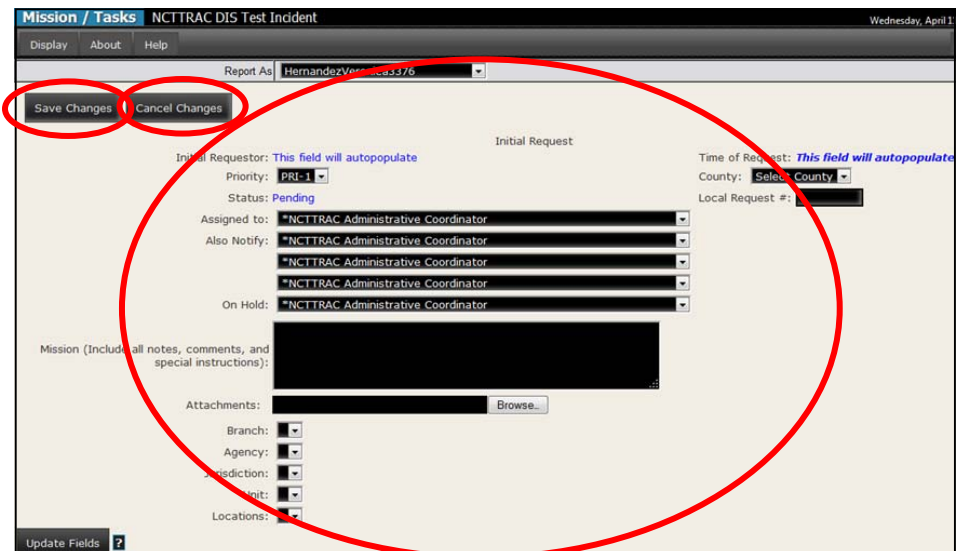
- Click on the **Edit** button next to the record you want to edit (See image 2).
- Enter the required information.
- Click the **Save Changes** or **Cancel Changes** button.

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⑥ Displaying Details for a Record

- Click on the **Details** button next to the record you want to see (See image 2).

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WebEOC - Regional EM Significant Events Board

WebEOC Support: support@ncttrac.org

① Accessing the Regional EM Significant Events Board

- Login to **WebEOC**.
- Click the **Regional EM Significant Events** link in the Control Panel.

② Creating a PDF of the Regional EM Significant Events Board

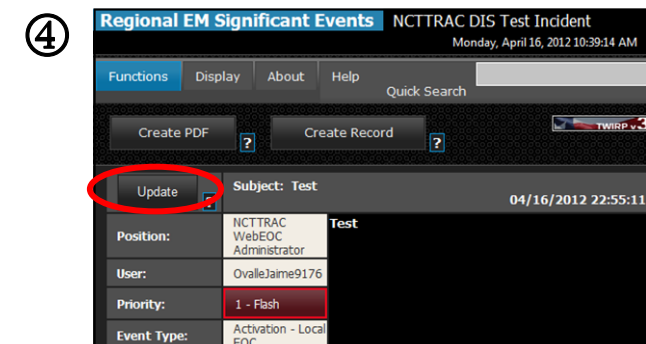
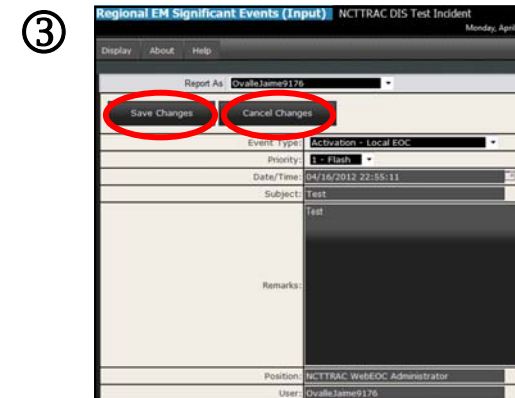
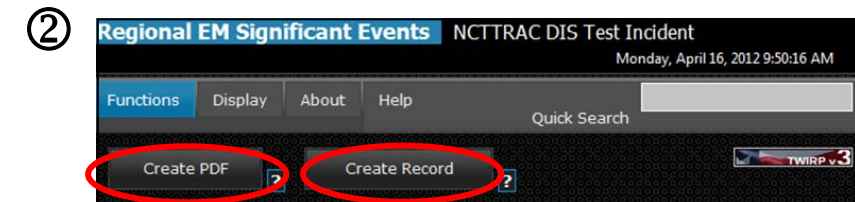
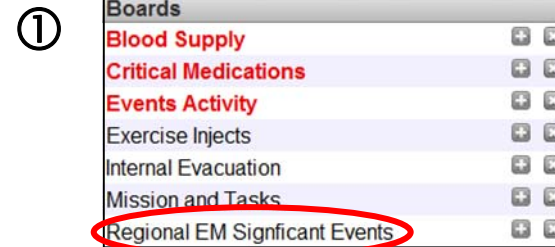
- Click the **Create PDF** button .

③ Creating a Record in the Regional EM Significant Events Board

- Click on the **Create Record** button to create a new record (See image 2).
- Enter the required information.
- Click the **Save Changes** or **Cancel Changes** button.

④ Updating a Record in the Regional EM Significant Events Board

- Click the **Update** button next to the record that needs to be updated.
- Enter the required information.
- Click the **Save Changes** or **Cancel Changes** button.



① Accessing the TSA-E MCI Toolkit

- Login to **WebEOC**.
- Click the **TSA-E MCI Toolkit** link in the Control Panel.

② TSA-E MCI Toolkit Dashboard

- Boards that are in the **TSA-E MCI Toolkit Dashboard**:
 1. **MCI ED Capacities**: Hospitals enter MCI Capacities for receiving red, yellow, and green patients.
 2. **MCI Transport**: Entered by EMS, shows units and patients enroute to hospitals.
 3. **MCI Patient Log**: Hospitals can verify arrival of patients, enter demographic patient information and select patients to transfer.
 4. **MCI Patient Transfers**: Transfer of patients are tracked from this board.
 5. **MCI Patient Locator**: Shows the location of patients with hospital contact information while showing no medical





















③ Accessing the TSA-E MCI Boards

- Click the **View button** next to the board name.

④ Accessing the TSA-E MCI Boards Guides


- Click the **PDF image** on the last column to view/download a pdf guide for the board.

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Boards	
Battle Rhythm	 
Blood Supply	 
Critical Medications	 
Events Activity	 
Exercise Injects	 
Internal Evacuation	 
Internal Events	 
Mission and Tasks	 
Personnel Check In	 
USA-E MCI Toolkit	 

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NCTIRAC

NORTH CENTRAL TEXAS
TRAUMA REGIONAL ADVISORY COUNCIL

BOARD		DESCRIPTION	GUIDES
1. MCI ED Capacities	View	Hospitals enter MCI ED Capacities for receiving Red , Yellow or Green patients.	PDF
2. MCI Transport Log	View	Entered by EMS, shows units and patients enroute to hospitals.	PDF
3. MCI Patient Log	View	Hospitals can verify arrival of patients, enter demographic patient information and select patients to transfer.	PDF
4. MCI Patient Transfers	View	Transfer of patients are tracked from this board.	PDF
5. MCI Patient Locator	View	The MCI Patient Locator shows the location of patients with hospital contact information while showing no medical information.	PDF

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WebEOC - MCI ED Capacities Board (1)

WebEOC Support: support@ncttrac.org

① Accessing the MCI ED Capacities Board

- Login to **WebEOC**.
- Click the **TSA-E MCI Toolkit** link in the Control Panel.
- Click the **View** button next to **MCI ED Capacities**.

② Navigating in the MCI ED Capacities Board

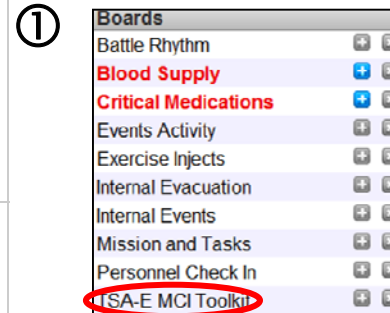
- Click the **Create PDF** button to create a pdf file of the **MCI ED Capacities** board.
- Click the **Return To Dashboard** button to go to **MCI Toolkit** (Dashboard).
- Click the **MCI Transport Log** button to go to **MCI Transport Log** board.
- Click the **MCI Patient Log** button to go to **MCI Patient Log** board.
- Click the **MCI Patient Transfers** button to go to **MCI Patient Transfers** board.
- Click the **MCI Patient Locator** button to go to **MCI Patient Locator** board.

③ Filtering by County, Zone, Hospital Designation, HCC Status,

- Select the County in the **County** pull down menu.
(Note: by default all of the 19 counties in the region are displayed)
- Select the Zone in the **Zone** pull down menu.
(Note: by default all of the 8 zones in the region are displayed)
- Select the Hospital Designation in the **Hospital Designation** pull down menu.
(Note: by default all of the 6 designations in the region are displayed)
- Select the HCC Status in the **HCC Status** pull down menu.
(Note: by default all of 3 statuses are displayed)
- Click the **NDMS** button to view National Disaster Medical System hospitals.

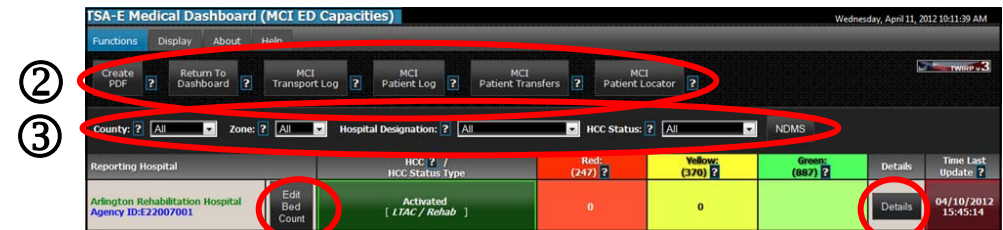
④ Displaying details of the MCI ED Capacities Board

- Click the **Details** button to view the MCI ED Capacities details for your facility.



A screenshot of the MCI ED Capacities Board. The board has a header with the NCTTTRAC logo and a table with columns: BOARD, DESCRIPTION, and GUIDES. The 'MCI ED Capacities' row is highlighted, and the 'View' button next to it is circled in red.

BOARD	DESCRIPTION	GUIDES
MCI ED Capacities	Hospitals, not on MCI ED Capacities for including Red, Yellow or Green patients.	PDF
MCI Transport	Entered by EMS shows who and patients enroute to hospital.	PDF
MCI Patient Log	Hospital can verify arrival of patients, enter demographic patient information and select patients to transfer.	PDF
MCI Patient Transfers	Transfer of patients are tracked from this board.	PDF
MCI Patient Locator	The MCI Patient Locator shows the location of patients with hospital contact information while showing on map.	PDF



⑤ I.

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WebEOC - MCI ED Capacities Board (2)

WebEOC Support: support@ncttrac.org

⑤ Editing the Bed Count in the MCI ED Capacities Board

I. Click the **Edit Bed Count** button next to your facility name. (See image 4)

II. Enter the following information:

- Hospital Command Center (Section - A)
- Decon Status (Section - A)
- MCI Capacities (Section - B)
- Bed Reporting (Section - C)
- Ventilator Totals (Section - D)
- Psychiatric Bed Reporting (Section - E)
- Additional Hospital Contact Information (Section - F)
- H1N1 (Section - G)

III. Click the **Save Changes** or **Cancel Changes** button.

⑤ II.

A.

B.

C.

D.

E.

F.

G.

III

TSA-E Medical Dashboard (Input)

Display About Help

Report All: [Dropdown]

Save Changes Cancel Changes

Section A: Hospital Command Center

Reporting Hospital: Arlington Rehabilitation Hospital

Hospital is a member of: [List of hospitals]

Agency ID: [Input]

Address: 3601 West Randol Mill Road, Arlington, TX 76012

Designation: LTAC / Rehab

Trauma Service Area: TSA-E

Disaster District (DDC): DDC4 Hunt

Council of Government: North Central Texas

Health Service Region: HSR 2/3 - Arlington

Syndromic Data Hospital: No

Hospital Command Center: Activated

Decon Status: Active

Section B: MCI Capacities

Red: [Input] Yellow: [Input] Green: [Input]

Section C: Bed Reporting

Bed Type	Monitored	Non Monitored	Burn Beds
Med/Surg	[Input]	[Input]	[Input]
Prod Med/Surg	[Input]	[Input]	[Input]
ICH	[Input]	[Input]	[Input]
Prod ICH	[Input]	[Input]	[Input]
Nonfatal ICH	[Input]	[Input]	[Input]
Burn	[Input]	[Input]	[Input]
Emergency Department	[Input]	[Input]	[Input]
Operating Room Beds	[Input]	[Input]	[Input]
Reg Pressure / HD	[Input]	[Input]	[Input]

Reported By: Christa Searcy Contact # 817-804-4400

Section D: Ventilator Totals

Available Adult Vents: [Input] Available Prod Vents: [Input]

Reported By: [Input] Contact # [Input]

Section E: Psychiatric Bed Reporting

Patient Types	Male	Female
Child (Aged 12 and under)	[Input]	[Input]
Adolescent (Aged 13-17)	[Input]	[Input]
Adult	[Input]	[Input]
Chemical Dependency	[Input]	[Input]
Older Adult	[Input]	[Input]

Reported By: [Input] Contact # [Input]

Does Facility Accept OPC? [Input]

Section F: Additional Hospital Contact Information

Hospital Administrator: [Input] Administrator Contact # 817-804-4400

Hospital Command Center (HCC) Contact: [Input] HCC Contact # 817-804-4400

Section G: H1N1

- Rescue Therapy Adults and Children: [Input] Comments: [Input]
- Rescue Therapy Small Child: [Input] Comments: [Input]
- Vents Strained Full Capacity Vents That are Prod Capable: [Input] Comments: [Input]
- Vents Supplies: [Input] Comments: [Input]
- Increased Demand for Patient Care Services: [Input] Comments: [Input]
- Increased Patient Load Without Being Seen: [Input] Comments: [Input]
- Activated Emergency Ops Plan: [Input] Comments: [Input]
- Staffing Shortages: [Input] Comments: [Input]
- Supplies Shortage: [Input] Comments: [Input]
- Pharm Shortage: [Input] Comments: [Input]
- PPE Shortage: [Input] Comments: [Input]
- Surge Strategies: [Input] Comments: [Input]

Please note: You may select one or more from this list when choosing "Yes" status:

- Activating mobile units -- Expand capacity beyond existing spaces by: Activating mobile units.
- Augmenting personnel -- Augmenting personnel e.g. extra shifts, volunteers, change in nurse to patient ratios, etc.
- Establishing alternate care sites -- Expand capacity beyond existing spaces by: Establishing alternate care sites (to support emergency department and/or inpatient activities).
- Expanding bed capacity within existing spaces -- Expanding bed capacity within existing spaces.
- Other -- Other.
- Requested mutual aid to support surge strategies -- Requested mutual aid to support surge strategies e.g. staffing, mobile units, etc.
- Surge in place strategies -- Surge in place strategies e.g. early discharge, cancel elective surgeries, etc.

Save Changes Cancel Changes

WebEOC - MCI Transport Log Board

WebEOC Support: support@ncttrac.org

① Accessing the MCI Transport Log Board

- Login to WebEOC.
- Click on **TSA-E MCI Toolkit** board link in the Control Panel.
- Click on **View** button next to **MCI Transport Log**.

② Navigating in the MCI Transport Log Board

- Click the **New Patient** button to create a new patient (Follow step 4).
- Click the **Create PDF** button to create a pdf file of the **MCI Transport Log** board.
- Click the **Return To Dashboard** button to go to **MCI Toolkit** (Dashboard).
- Click the **MCI ED Capacities** button to go to **MCI ED Capacities** board.
- Click the **MCI Patient Log** button to go to **MCI Patient Log** board.
- Click the **MCI Patient Transfer** button to go to **MCI Patient Transfer** board.

③ Filtering by EMS Agency, Facility, En route, At Destination

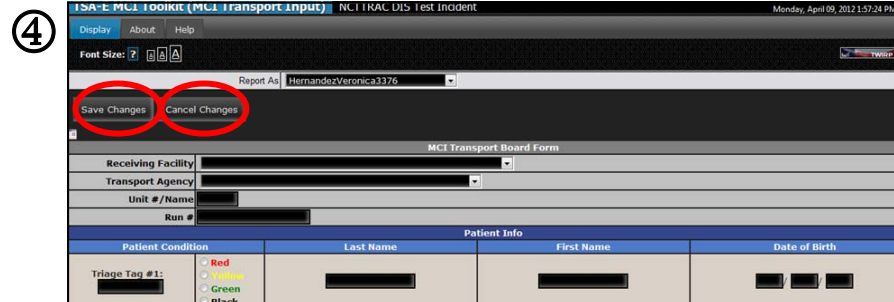
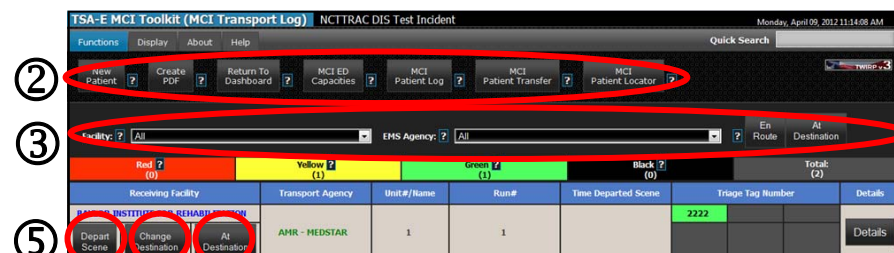
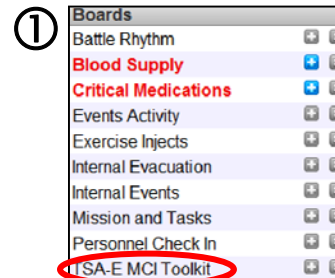
- Select the Facility in the **Facility** pull down menu.
(Note: by default all of the facilities in the region are displayed)
- Select the EMS Agency in the **EMS Agency** pull down menu.
(Note: by default all of the agencies in the region are displayed)
- Click the **En Route** to show what EMS's are in route.
- Click the **At Destination** to show what EMS's are in destination.

④ Creating a New Patient in the MCI Transport Log Board

- Click the **New Patient** button to create a new patient(s) (See step 2).
(Note: you can enter 6 patients at a time)
- Enter the required information.
- Click the **Save Changes** or **Cancel Changes** button.

⑤ Updating Transportation Status in the MCI Transport Log Board

- Click the **Depart Scene** button when EMS departs the scene.
- Click the **Change Destination** button to change the receiving facility destination.
- Click the **At Destination** button when EMS has arrived at destination.



① Accessing the MCI Patient Log Board

- Login to WebEOC.
- Click the **TSA-E MCI Toolkit** board link in the Control Panel.
- Click the **View** button next to **MCI Patient Log** board.

② Navigating in the MCI Patient Log Board

- Click the **New Patient** button to create a new patient (Follow step 4).
- Click the **Create PDF** button to create a pdf file of the **MCI Patient Log** board.
- Click the **Return To Dashboard** button to go to **MCI Toolkit** (Dashboard).
- Click the **MCI ED Capacities** button to go to **MCI ED Capacities** board.
- Click the **MCI Transport Log** button to go to **MCI Transport Log** board.
- Click the **MCI Patient Transfer** button to go to **MCI Patient Transfer** board.
- Click the **MCI Patient Locator** button to go to **MCI Patient Locator** board.

③ Filtering by Facility, Not Verified, Verified, Transferred patients

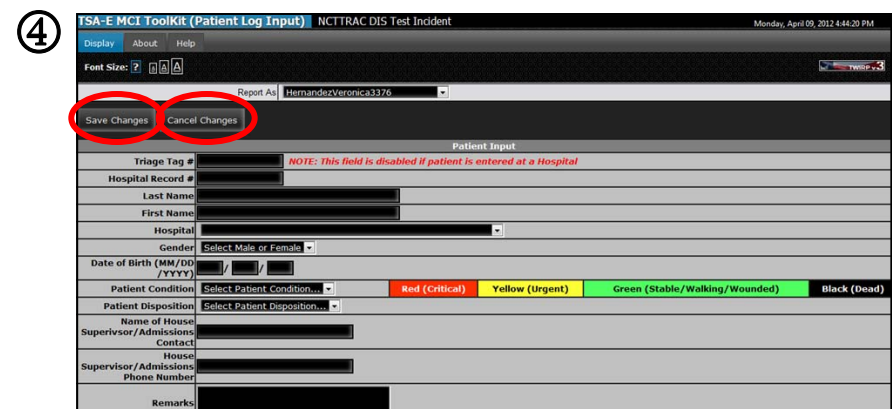
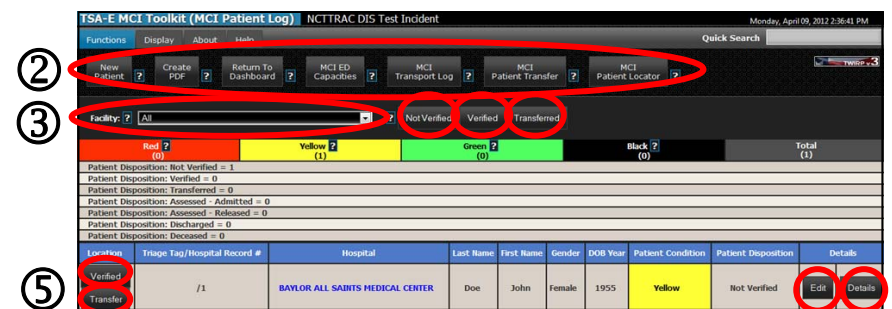
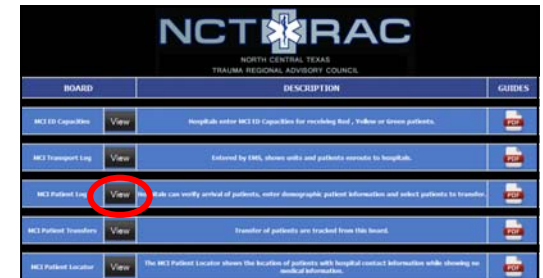
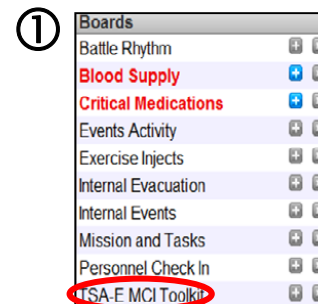
- Select the Facility in the **Facility** pull down menu.
(Note: by default all of the facilities in the region are displayed)
- Click the **Not Verified** button to show all patients that have not been verified.
(Note: by default all patients are displayed)
- Click the **Verified** button to show all patients that have been verified.
(Note: by default all patients are displayed)
- Click the **Transferred** button to show all patients that have been transferred.
(Note: by default all patients are displayed)

④ Creating a New patient in the MCI Patient Log Board

- Click the **New Patient** button to create a new patient(s) (See step 2).
- Enter the required information.
- Click the **Save Changes** or **Cancel Changes** button.

⑤ Verifying/ Transferring / Editing / Displaying details for a patient

- Click the **Verified** button to verify patient(s) in your facility.
- Click the **Transfer** button to transfer patient to another facility.
- Click the **Edit** button to edit details for a patient.
- Click the **Details** button to view the details for a patient.



WebEOC - MCI Patient Transfers Board

WebEOC Support: support@ncttrac.org

① Accessing the MCI Patient Transfers Board

- Login to WebEOC.
- Click the **TSA-E MCI Toolkit** board link in the Control Panel.
- Click the **View** button next to **MCI Patient Transfers** board.

② Navigating in the MCI Patient Transfers Board

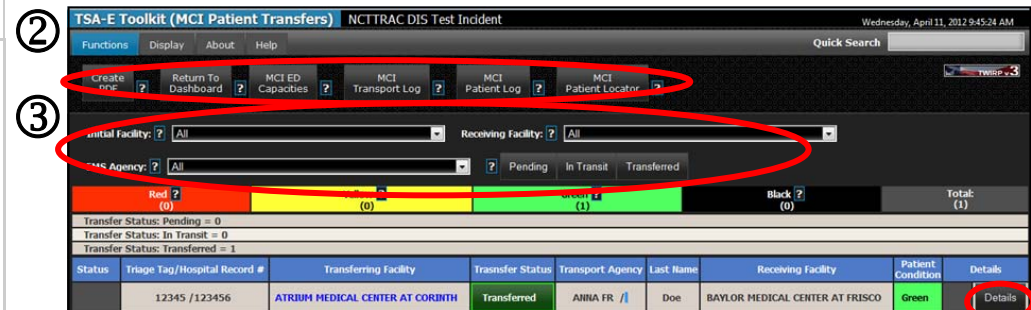
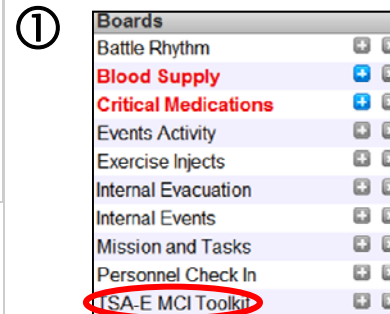
- Click the **Create PDF** button to create a pdf file of the **MCI Patient Transfers** board.
- Click the **Return To Dashboard** button to go to **MCI Toolkit** (Dashboard).
- Click the **MCI ED Capacities** button to go to **MCI ED Capacities** board.
- Click the **MCI Transport Log** button to go to **MCI Transport Log** board.
- Click the **MCI Patient Log** button to go to **MCI Patient Log** board.
- Click the **MCI Patient Locator** button to go to **MCI Patient Locator** board.

③ Filtering by Initial Facility, Receiving Facility, EMS - Agency, Pending, In Transit, Transferred Patients

- Select the Initial Facility in the **Initial Facility** pull down menu.
(Note: by default all of the facilities in the region are displayed)
- Select the Receiving Facility in the **Receiving Facility** pull down menu.
(Note: by default all of the facilities in the region are displayed)
- Select the EMS Agency in the **EMS Agency** pull down menu.
(Note: by default all of the agencies in the region are displayed)
- Click the **Pending** button to show all patients that are pending.
(Note: by default all patients are displayed)
- Click the **In Transit** to show all patients that are in transit.
(Note: by default all patients are displayed)
- Click the **Transferred** to show all patients that have been transferred.
(Note: by default all patients are displayed)

④ Displaying details for a patient in the MCI Patient Transfers

- Click the **Details** button to view the details for patient.



④

WebEOC - MCI Patient Locator Board

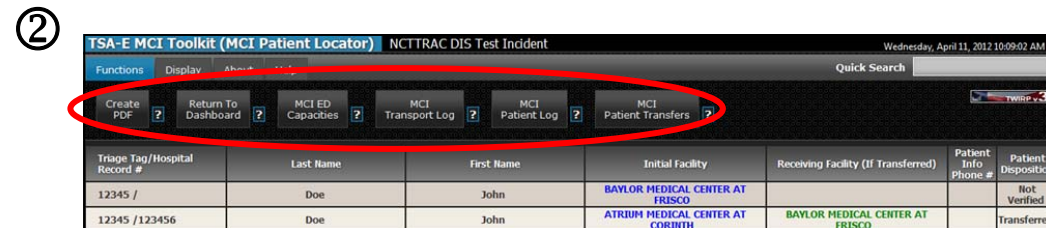
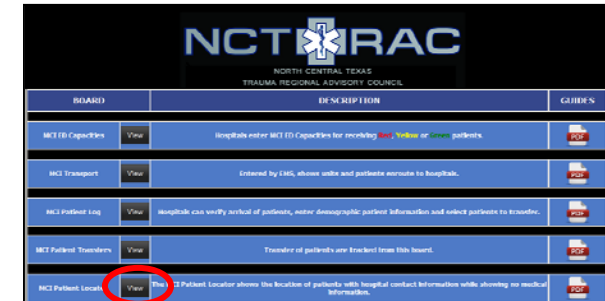
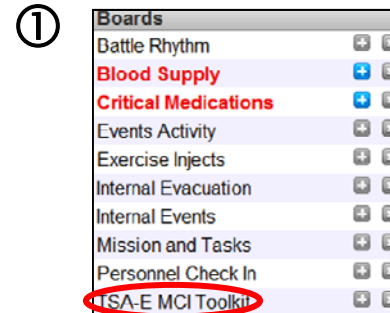
WebEOC Support: support@ncttrac.org

① Accessing the MCI Patient Locator Board

- Login to WebEOC.
- Click the **TSA-E MCI Toolkit** board link in the Control Panel.
- Click the **View** button next to **MCI Patient Locator** board.

② Navigating in the MCI Patient Locator Board

- Click the **Create PDF** button to create a pdf file of the **MCI Patient Locator** board.
- Click the **Return To Dashboard** button to go to the **MCI Toolkit** (Dashboard).
- Click the **MCI ED Capacities** button to go to **MCI ED Capacities** board.
- Click the **MCI Transport Log** button to go to **MCI Transport Log** board.
- Click the **MCI Patient Log** button to go to **MCI Patient Log** board.
- Click the **MCI Patient Transfers** button to go to **MCI Patient Transfers** board.



WebEOC - TSA-E Medical Dashboard (1)

WebEOC Support: support@ncttrac.org

① Accessing the TSA-E Medical Dashboard

- Login to WebEOC.
- Click the **TSA-E Medical Dashboard** link in the Control Panel.

② Creating a PDF of the TSA-E Medical Dashboard

- Click the **Create PDF** button .

③ Show/Hide Bed Columns

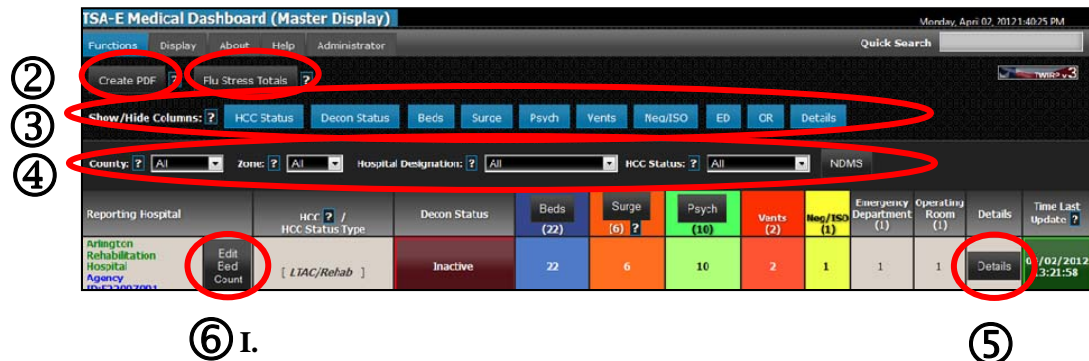
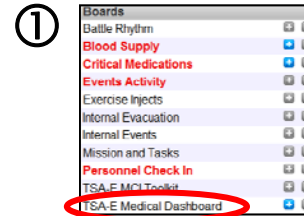
- Click the Name of Bed button in the Show/Hide Columns section.

④ Filtering by County, Zone, Hospital Designation,

- Select the County in the **County** pull down menu.
(Note: by default all of the 19 counties in the region are displayed)
- Select the Zone in the **Zone** pull down menu.
(Note: by default all of the 8 zones in the region are displayed)
- Select the Hospital Designation in the **Hospital Designation** pull down menu.
(Note: by default all of the 6 designations in the region are displayed)
- Click the **HCC Status** button .
(Note: by default all of 3 statuses are displayed)

⑤ Displaying details of the TSA-E Medical Dashboard

- Click the **Details** button to view the details for your facility.



⑥ Editing the TSA-E Medical Dashboard

- I. Click the **Edit Bed Count** button next to your facility name.
- II. Enter the following information:
 - **Hospital Command Center (Section - A)**
 - **Decon Status (Section - A)**
 - **MCI Capacities (Section - B)**
 - **Bed Reporting (Section - C)**
 - **Ventilator Totals (Section - D)**
 - **Psychiatric Bed Reporting (Section - E)**
 - **Additional Hospital Contact Information (Section - F)**
 - **H1N1 (Section - G)**
- III. Click the **Save Changes** or **Cancel Changes** button.

⑥ II.

ISA-E Medical Dashboard [Input]		Wednesday, April 11, 2012 10:18:12 AM	
Display	About	Help	
Report As:		<input type="text" value="Ovalle/Dame91176"/>	
Save Changes	Cancel Changes		
Report			
Reporting Hospital: Arlington Rehabilitation Hospital			
Hospital is a member of: <input type="checkbox"/> Collins <input type="checkbox"/> Cooke <input type="checkbox"/> Dallas <input type="checkbox"/> Denton <input type="checkbox"/> Ellis <input type="checkbox"/> Erath <input type="checkbox"/> Fannin <input type="checkbox"/> Grayson <input type="checkbox"/> Hood <input type="checkbox"/> Hunt <input type="checkbox"/> Johnson <input type="checkbox"/> Kaufman <input type="checkbox"/> Navarro <input type="checkbox"/> Palo Verde <input type="checkbox"/> Parker <input type="checkbox"/> Rockwall <input type="checkbox"/> Somervell <input type="checkbox"/> Tarrant <input type="checkbox"/> Van Housen <input type="checkbox"/> Waco <input type="checkbox"/> Wilbarger <input type="checkbox"/> Wood County			
Agency BIL: E2000/001			
Address: 2601 West Kandel Hill Road, Arlington, TX 76012			
Designation: LTAC / Rehab			
Trauma Service Area: TRA-6			
Giantex District (DGC): DDC4 Hurst			
Council of Governments (COG): North Central Texas			
Health Services Region: ASH 2/3 - Arlington			
Syndromic Data Hospital: No			
Hospital Command Center: <input type="text" value="Activated"/>			
Decom Status: <input type="text" value="Active"/>			
MCI Capacities			
Red <input type="text" value="0"/>	Yellow <input type="text" value="2"/>	Green <input type="text" value="2"/>	
Bed Reporting			
Bed Type	Monitored	Non Monitored	Burn Beds <input type="text" value="7"/>
Med/Surg <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
Ped Med/Surg <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
ICU <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ped ICU <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Neonatal ICU <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Burn <input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Emergency Department Bed <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Operating Room Bed <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Respiratory P/BP <input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Reported By: Christa Searcy		Contact #: 817-804-4400	
Ventilator Totals			
Available Adult Vents <input type="text" value="0"/>		Available Ped Vents <input type="text" value="0"/>	
Reported By: _____		Contact #: _____	
Psychiatric Bed Reporting			
Patient Types	Male	Female	Does Facility Accept OPC? <input type="text" value="No"/>
Child (Aged 12 and under)	<input type="text" value="0"/>	<input type="text" value="0"/>	<div style="background-color: black; width: 100px; height: 100px;"></div>
Adolescent (Aged 13-17)	<input type="text" value="0"/>	<input type="text" value="0"/>	
Adult	<input type="text" value="0"/>	<input type="text" value="0"/>	
Chemical Dependency	<input type="text" value="0"/>	<input type="text" value="0"/>	
Elderly Adult	<input type="text" value="0"/>	<input type="text" value="0"/>	
Reported By: _____		Contact #: _____	
Additional Hospital Contact Information			
Hospital Administrator: Chet Shum	Administrator Contact #: 817-804-4400		
Hospital Command Center (HCC) Contact: Christa Searcy	HCC Contact #: 817-804-4400		
HIN1			
1. Rescue Therapy Adults and children <input type="text" value="0"/>	Comments: _____		
2. Rescue Therapy Small Child <input type="text" value="0"/>	Comments: _____		
3. Vents Staffed Full capacity Vents That are Inop Capable <input type="text" value="0"/>	Comments: _____		
4. Vents Supplies <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
5. Increased Demand for Patient Care Services <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
6. Increased Patient Load Without Being Seen <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
7. Activated Emergency Plan <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
8. Staffing Shortages <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
9. Supplies Shortage <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
10. Pharm Shortage <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
11. PPE Shortage <input type="text" value="Choose (Yes/No)"/>	Comments: _____		
12. Surge Strategies <input type="text" value="No"/>	Comments: _____		
Please note: You may select one or more from this list when choosing "Yes" states:			
■ Activating mobile units -- Expand capacity beyond existing spaces by activating mobile units.			
■ Augmenting personnel -- Augmenting personnel e.g. extra shifts, volunteers, change in nurse to patient ratios, etc.			
■ Establishing alternate care sites -- Expand capacity beyond existing spaces by establishing alternate care sites (to support emergency department and/or inpatient activities).			
■ Expanding bed capacity within existing spaces -- Expanding bed capacity within existing spaces.			
■ Other -- Other			
■ Requested mutual aid to support surge strategies -- Requested mutual aid to support surge strategies e.g. staffing, mobile units, etc.			
■ Surge in place strategies -- Surge in place strategies e.g. early discharge, cancel elective surgeries, etc.			
Save Changes	Cancel Changes		

WebEOC - TSA-E Medical Events Board

WebEOC Support: support@ncttrac.org

① Accessing the TSA-E Medical Events Board

- Login to WebEOC.
- Click the **TSA-E Medical Events** link in the Control Panel.

② Creating a PDF of the TSA-E Medical Events Board

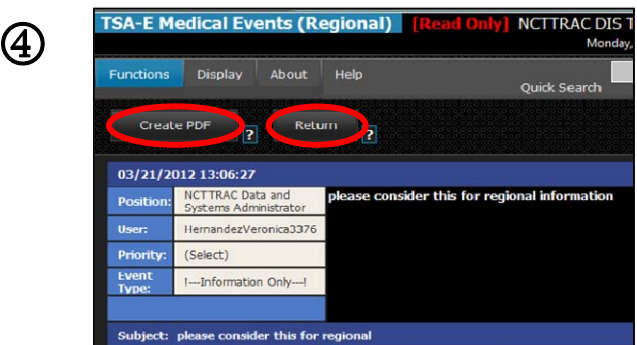
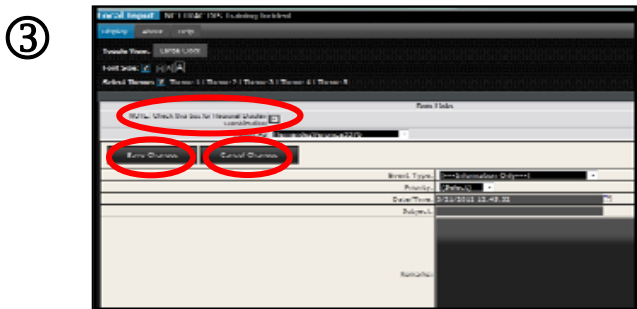
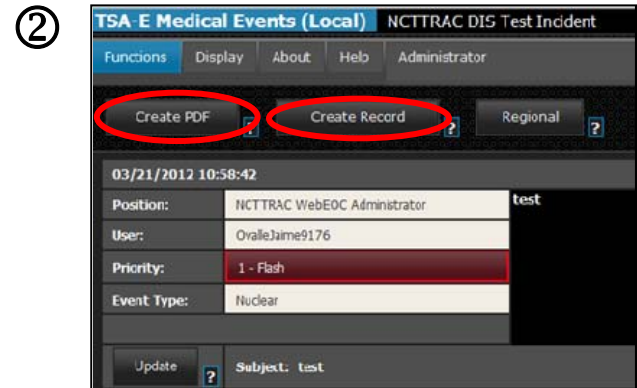
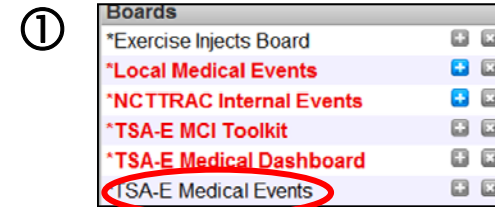
- Click the **Create PDF** button.

③ Creating a Record in the TSA-E Medical Events Board

- Click the **Create Record** button (See image 2).
- Enter the following information:
 - Event Type
 - Priority
 - Subject
 - Remarks
- Check the box if you want this record to be considered for display in the **TSA-E Medical Events (Regional)** board.
(Note: This record must be approved by a NCTTRAC staff. If record is approved, this record will display in the: **TSA-E Medical Events (Regional)** board.
- Click the **Save Changes** or **Cancel Changes** button.

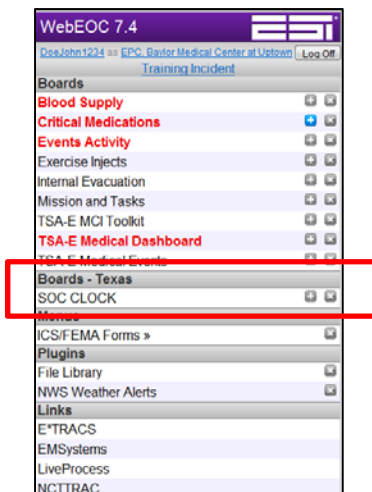
④ Accessing the TSA-E Medical Events (Regional) Board

- Click the **Regional** button. (Note: this is a read only board)
- Click the **Create PDF** to create a pdf file of **TSA-E Medical Events (Regional)** board.
- Click the **Return** button to go back to the **TSA-E Medical Events** board.



Part III: Boards - Texas

Accessing the **Boards - Texas** section in the Control Panel



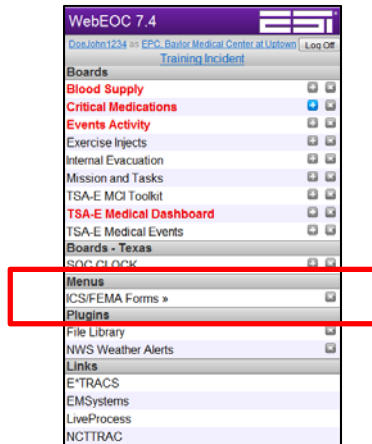
Accessing the **SOC Clock**

- 1.) On the **Boards - Texas** section, click on the **SOC CLOCK**.



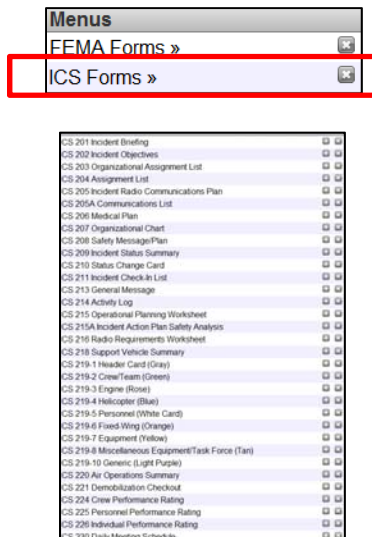
Part IV: Menus

Accessing the **Menus** section in the Control Panel



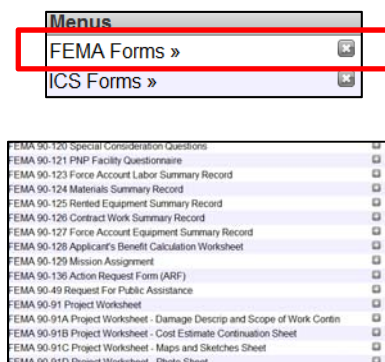
Accessing the **ICS Forms**

- 1.) On the **Menu** section, click on the **ICS Forms** link and click on the form name to open it.



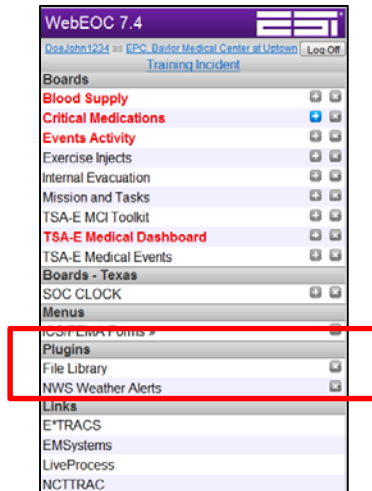
Accessing the **FEMA Forms**

- 2.) On the **Menu** section, click on the **FEMA Forms** link and click on form name to open it.



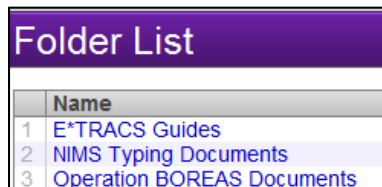
Part V: Plugins

Accessing the **Plugins** section in the Control Panel



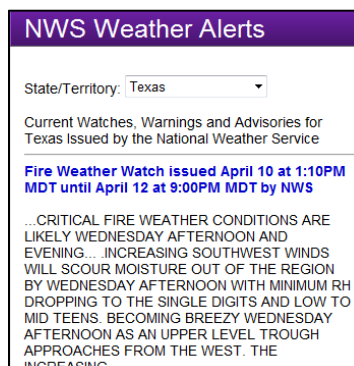
Accessing the **File Library**

- 1.) On the **Plugins** section, click on the **File Library** link to access files that have been saved in WebEOC.



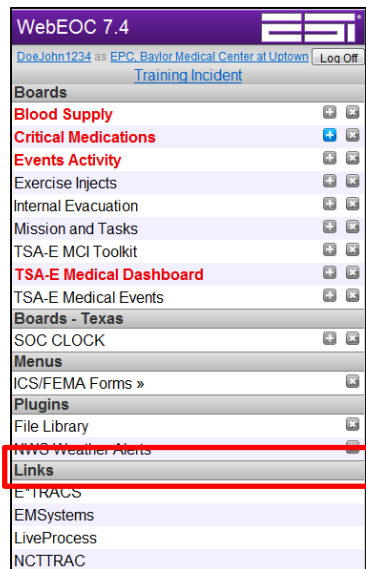
Accessing the **NWS Weather Alerts**

- 1.) On the **Plugins** section, click on the **NWS Weather Alerts** link to view the Current Watches, Warnings and Advisories for Texas Issued by the National Weather Service.



Part VI: Links

Accessing the **Links** section in the Control Panel



Accessing **E*TRACS** crisis application from Control Panel

- 1.) On the **Links** section, click on the **E*TRACS** link.

Accessing **EMSystems** crisis application from Control Panel

- 1.) On the **Links** section, click on the **EMSystems** link.

Accessing **LiveProcess** crisis application from Control Panel

- 1.) On the **Links** section, click on the **LiveProcess** link.

Accessing **NCTTRAC** website from Control Panel

- 1.) On the **Links** section, click on the **NCTTRAC** link.

Part VII: Miscellaneous

Board Definitions

Blood Supply Board	
Description	Shows available blood unit totals from hospitals or other organizations when requested.
May be Used during	Critical blood shortages, local mass casualty incidents, CBRNE events.
Critical Medications Board	
Description	When requested, capable of tracking hospital-entered inventories of critical medications and filter by the types of medications needed for a certain situation (bioterrorism event, H1N1, chemical exposure, etc).
May be Used during	CBRNE events, pandemic incidents, decon operations.
Events Activity Board	
Description	The Events Activity board is utilized to track application and communication participation of facility during a drill or exercise.
May be Used during	Drills and Exercises
Exercise Injects Board	
Description	The Exercise Injects Board is utilized during a drill or exercise. It works in conjunction with WebEOC's simulator (administered by a NCTTRAC Administrator) which provides automated scenarios feeds to the Exercise Injects Board.
May be Used during	Drills, Exercises and Trainings
Internal Evacuation Board	
Description	Used to track the evacuation of patients from one facility to another due to an internal disaster.
May be Used during	Internal hospital disasters.
Mission and Tasks Board	
Description	The Mission and Tasks is utilized by Hospital Facilities, EMS Agencies and/or by City and County EMs to assign missions and tasks.
May be Used during	Hurricane evacuations, local mass casualty incidents, surge reporting, flu stress reporting, decon operations.
Regional EM Significant Events Board	
Description	Used by agencies to share health and medical events on a regional basis.
May be Used during	Regional drills and exercises.
TSA-E MCI Toolkit	
Description	Used to track patients in a mass casualty incident from on-scene to hospitals. Consists of the following boards: 1.) MCI ED Capacities (Red / Yellow / Green ED bed availability from hospitals), 2.) MCI Transport board (On-scene triage transports and triage tags), 3.) MCI Patient Log (contains hospital record number and patient demographic information), 4.) MCI Patient Transfers (tracks patient movement from hospital-to-hospital), 5.) MCI Patient Locator (acts as a locator for patients with no HIPAA information; has a search feature)
May be Used during	Hospital evacuations, regional mass casualty incidents.
TSA-E Medical Dashboard	
Description	Allows for updates of staffed, available bed counts across HAVBED categories, Hospital Emergency Operation Center (EOC) statuses, surge capacities, decon statuses, MCI ED Capacities (Red / Yellow / Green), and indicates stressors as a result of H1N1 or some other event.
May be Used during	Hurricane evacuations, local mass casualty incidents, surge reporting, flu stress reporting, decon operations.
TSA-E Medical Events	
Description	The TSA-E Medical Events board is utilized by all Hospital Facilities, EMS Agencies, and City/County EMs. Users are able to post events that are seen by all facilities and agencies, as well as submit their post to the regional approval process (administered by NCTTRAC Staff).
May be Used during	Hurricane evacuations, local mass casualty incidents, surge reporting, flu stress reporting, decon operations.

Frequently Asked Questions

How can I request a new account or cancel an account in WebEOC?

1. To request a **new account** go to the NCTTRAC's Helpdesk at <https://support.ncttrac.org> and click on "Create Account".
2. To **cancel an account**, create a helpdesk ticket at: <https://support.ncttrac.org>

Who do I contact for technical or application support?

You can request support by any of the following 3 ways:

1. You can create a **helpdesk ticket** at: <https://support.ncttrac.org>
2. You can **email** support at : support@ncttrac.org
3. You can **call** support at: **(817) 607-7055**

When and where can I get WebEOC training?

You can find training information at: <http://www.ncttrac.org/TEPIEDUC/TrainingandEducation>

If an emergency, what incident should I use?

You should use the **Generic Incident** (email support@ncttrac.org if you use this incident).

If not an emergency and would like to use an incident for training, what incident should I use?

You should use the **Training Incident** (Note: You do not need to notify a NCTTRAC administrator that you will be using this incident.)

Why can't I see the control panel after logging in to WebEOC?

Make sure that Pop-up blockers are disabled on your web browser.

Why can't I see a specific board after logging in to WebEOC?

Boards are assigned based on position, meaning that different positions have different boards assigned to them. (Contact NCTTRAC Support for more information on how positions are assigned or if you need a specific board not listed on your control panel.)

How do I know when an Incident is active in WebEOC?

A NCTTRAC Staff will send a notification in E*TRACS and/or EMResources and/or email. Please make sure your accounts are set properly to receive notifications.

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