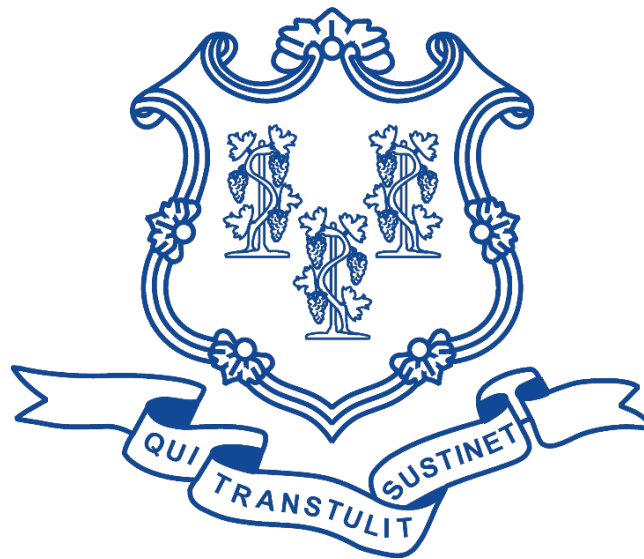


WebEOC

Drinking Water Status Controller Board User Guide For Public Water Systems



State of Connecticut
Department of Public Health
Drinking Water Section

August 2018

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Introduction

Following the events of Storms Irene and Alfred in 2011 and Hurricane Sandy in October 2012, the Connecticut Department of Public Health (CTDPH) Drinking Water Section (DWS), working with the large water utilities in Connecticut, decided to develop an emergency reporting mechanism modeled after the hospital WebEOC reporting templates. Developed in cooperation with the State's large public water systems (PWS), the CTDPH DWS PWS reporting template will transform the communication between all levels of government and the State's Community PWS that serve over 2.9 million people in CT.

WebEOC is a web-based emergency management information system used by the State of Connecticut to document routine and emergency events/incidents. Web EOC provides a real-time common operating picture and resource request management tool for emergency managers at the local and state levels during exercises, drills, local or regional emergencies, and/or statewide emergencies. The CTDPH DWS developed the Drinking Water Status Controller Board to allow public water systems in Connecticut to report their operational status during emergencies and other important events.

Purpose

This document provides public water system staff with detailed information about the use of the Drinking Water Status Controller Board and general information on other important features of the WebEOC application.

Use of WebEOC – DWS Expectations

WebEOC will primarily be used in times of emergency, typically when the State Emergency Operations Center (SEOC) has been activated in response to an on-going or anticipated event. The DWS will directly notify public water systems via the Everbridge notification system when a situation occurs that requires wide-spread use of the Statewide Public Water System Status board in WebEOC. At the beginning of the event, the DWS will establish the initial frequency at which water systems are requested to provide board updates (e.g. daily at noon and 5pm). The DWS will notify the public water systems whenever there is a change in the reporting frequency. At the conclusion of the event, the DWS will provide a final notification to public water systems that reporting is no longer necessary.

The DWS will use the information provided by the public water systems to:

- Efficiently evaluate state-wide public water system status;
- Generate state-wide status reports;
- Provide accurate public water system status information to Emergency Managers;
- Coordinate assistance activities, if needed.

Use of WebEOC – PWS Expectations

PWS are expected to:

- Fully understand how to use WebEOC and the Drinking Water Status Controller Board;
- Identify staff (and alternates) responsible for maintaining and updating board information;
- Maintain up-to-date Facility, PWS Contact and primary Operator Contact information in WebEOC at all times;
- Provide timely operational updates at the requested frequency or as public water system statuses change
- Contact the DWS if the PWS is not able to access WebEOC during emergency situations

Additional Training Opportunities

The Department of Emergency Management and Homeland Security (DEMHS) provides frequent WebEOC training opportunities. All of the training events are listed on DEMHS training calendar (www.ct.gov/demhs/ical/calendar.asp). WebEOC training events are typically held once per month if needed, unless requested for large groups.

Logging into WebEOC

To log into WebEOC, follow the steps below.

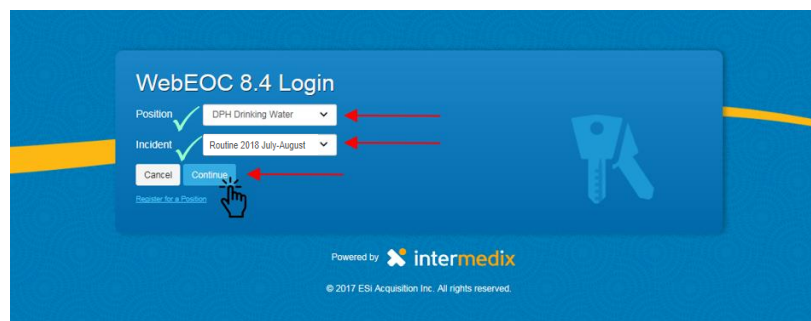
- 1) Access the State of Connecticut's WebEOC site at <https://www.webeoc.ct.gov/eoc7/>.



- 2) In the WebEOC Login screen, enter your username in the Username field. If you forgot your Username, click on *Forgot Username/Password?* and follow the on-screen instructions. If you do not have a user name, please contact the DWS.
- 3) Enter your password in the Password Field. If you forgot your password, click on *Forgot Username/Password?* and follow the on-screen instructions.
- 4) Press Log In.

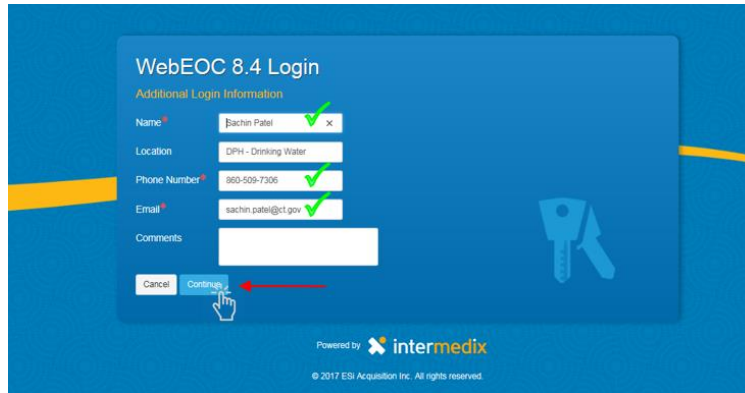


- 5) Select your position from the Position drop-down list, and select your incident from the Incident drop-down list. Press Continue.



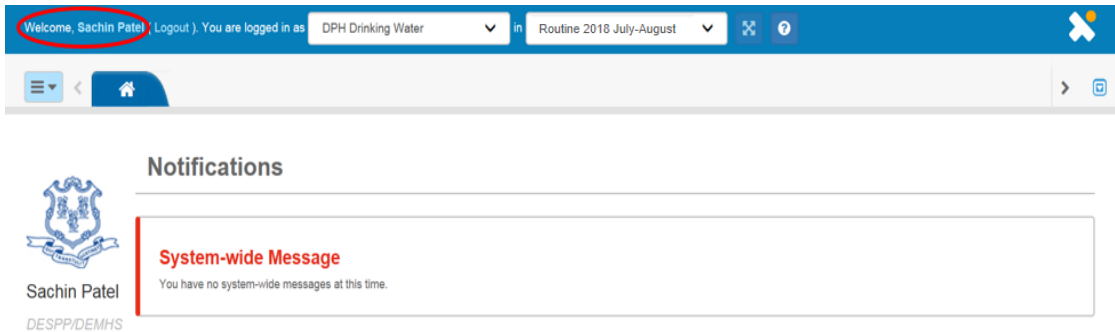
WebEOC Drinking Water Status Controller User Guide for Public Water Systems

- 6) Verify the Additional Login Information and update as needed. Select Continue, or select Cancel to abort the login operation.



The image shows the 'WebEOC 8.4 Login' screen. It features a blue background with a white form titled 'Additional Login Information'. The form contains the following fields: 'Name' with the value 'Sachin Patel' and a green checkmark; 'Location' with the value 'DPH - Drinking Water'; 'Phone Number' with the value '960-509-7306' and a green checkmark; 'Email' with the value 'sachin.patel@ct.gov' and a green checkmark; and a 'Comments' field which is empty. At the bottom of the form are two buttons: 'Cancel' and 'Continue'. A red arrow points to the 'Continue' button. The screen is powered by 'intermedix' and includes a copyright notice for 2017 ESI Acquisition Inc.

- 7) The WebEOC Home screen will appear. The control panel, which is the information hub of WebEOC, is accessible by clicking the control panel icon (☰) in the upper left corner of the Home page.



The image shows the WebEOC Home screen. At the top, there is a blue header bar with the text 'Welcome, Sachin Patel (Logout), You are logged in as DPH Drinking Water in Routine 2018 July-August'. Below the header is a navigation bar with a home icon and a control panel icon (☰). The main content area is titled 'Notifications' and features a 'System-wide Message' box. The message box contains the text 'You have no system-wide messages at this time.' The user's name 'Sachin Patel' and the role 'DESPP/DEMHS' are displayed at the bottom left of the notification area.

Drinking Water Status Controller Board

The *Drinking Water Status Controller* Board can be accessed from the WebEOC Control Panel. This board is used by public water systems to update facility information, PWS contact information, operator contact information and operational status. The information from the *Drinking Water Status Controller* Board is made available to all WebEOC users in the read-only *Statewide Public Water System Status* board.

The following information is being entered from multiple sources and has not been officially validated or confirmed.


Region	PWS Name	PWS ID	Population+	Source	Treatment	Distribution	Communications	Power Issues	Water Advisory	Last Update	Details	Edit Facility
Region 2	Regional Water Authority	CT0930011	418900	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:42:45	Select	Edit
Region 3	Metropolitan District Commission	CT0640011	390887	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:39:42	Select	Edit
Region 1	Aquarion Water Co of CT-Main System	CT0150011	351756	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:19:28	Select	Edit
Region 5	Waterbury Water Department	CT1510011	107271	Normal	N/A	Normal	Normal	Normal	Not Necessary	05/24/2018 15:38:07	Select	Edit
Region 1	Aquarion Water Co of CT-Stamford	CT1350011	99415	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:29:42	Select	Edit
Region 3	CTWC - Northern Reg-Western System	CT0473011	97990	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:39:36	Select	Edit
Region 3	New Britain Water Department	CT0890011	73534	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:40:31	Select	Edit
Region 5	Danbury Water Department	CT0340011	62055	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:36:24	Select	Edit
Region 2	Meriden Water Division	CT0800011	58441	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:39:27	Select	Edit
Region 1	Aquarion Water Co of CT-Greenwich System	CT0570011	53041	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:19:12	Select	Edit
Region 3	Bristol Water Department	CT0170011	52079	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:22:03	Select	Edit
Region 3	Manchester Water Department	CT0770021	51066	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:38:52	Select	Edit
Region 3	Southington Water Department	CT1310011	43069	Normal	N/A	Normal	Normal	Normal	Not Necessary	05/24/2018 15:39:41	Select	Edit
Region 1	South Norwalk Electric & Water	CT1030021	42000	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:44:13	Select	Edit
Region 3	Middletown Water Department	CT0330011	41019	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 08:39:57	Select	Edit
Region 4	Mashantucket Pequot Tribal Nation	CT0723011	41000	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:39:11	Select	Edit
Region 1	Norwalk First Taxing District	CT1030011	40256	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:41:30	Select	Edit

The list can be sorted by clicking on the column header labels or users can search for a PWS Name using the search box in the upper right.

Viewing Public Water System Status Details

Users can view details of a specific public water system’s status by clicking on the *Select* button in the *Details* column. The Public Water System Status details screen presents all of the detailed Facility Information, PWS Contact Information, Operator Contact Information and the PWS Status for all of the emergency indicators available.

The information in this view cannot be edited, however public water systems can generate a PDF document that contains a snapshot of the detailed information for PWS records.



Public Water System (PWS) Status

Incident: Routine 2018 July-August

Facility Information

PWS Name:	Avon Water Company	
PWS ID:	CT0040011	
Class:	C	
Region:	Region 3	
Address:	<input type="text"/> <input type="button" value="Get Address"/> <input type="button" value="Map It"/>	
	<small>(Street address, city, state, zip code) **After entering the address click the Get Address button to generate the Lat/Long prior to saving the request.** </small>	
Lat/Long:	<input type="text"/> / <input type="text"/>	
Primary Source:	GW	
Population	11500	

PWS Contact Information

Name:	Robert W. Wesneski	Email:	avonwater@snet.net
Phone 1:	860-878-0001	Phone 2:	860-250-8384

Operator Contact Information

Name:	<input type="text"/>	Email:	<input type="text"/>
Phone 1:	<input type="text"/>	Phone 2:	<input type="text"/>

PWS Status

Source:	Normal	Comments:	<input type="text"/>
Treatment:	N/A	Comments:	<input type="text"/>
<small>Chemical Supply/ Availability Concerns</small> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Distribution:	Normal	Comments:	<input type="text"/>
Communications:	Normal	Comments:	<input type="text"/>
Power Issues:	Normal	Comments:	<input type="text"/>
<small>Fuel Availability Concerns</small> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Water Advisory:	Not Necessary	Comments:	<input type="text"/>
Start Date:	08/16/2017	End Date:	08/16/2017
Significant User Impact:	No	Comments:	<input type="text"/>
Physical Damage:	None	Comments:	<input type="text"/>
Accessibility:	Normal	Comments:	<input type="text"/>
Resource Staffing:	Normal	Comments:	<input type="text"/>
Drought Status:	Normal	Comments:	<input type="text"/>
<small>Current Reservoir Capacity (%)</small> : <input type="text" value="0"/>			
Assistance Required:	None	Comments:	<input type="text"/>

Comments

Editing Public Water System Status Details

Users can edit the details of a specific public water system’s status by clicking on the *Edit* button in the *Edit Facility* column. The Public Water System Status details screen presents all of the detailed Facility Information, PWS Contact Information, Operator Contact Information and the PWS Status for all of the emergency indicators available.

Facility Information

- PWS Name:** Name of the Public Water System.
- PWS ID:** Public Water System ID number assigned by the DWS. **This should not be changed.**
- Class:** Classification of the public water system:
C: Community
NTNC: Non-Transient Non-Community,
TNC: Transient Non-Community
- Region:** CT DEMHS Region. **This should not be changed.**
- Address:** Primary address for the public water system. This allows emergency response planners to create status maps depicting areas of concern across the state.
- Lat/Long:** The latitude and longitude for the Primary Address. This allow emergency response planners to create status maps depicting areas of concern across the state.
- Primary Source:** Primary water source used, listed in order of priority:
SW: Surface Water
SWP: Surface Water Purchased
GW: Ground Water
GWP: Ground Water Purchased
- Population:** Total population served by the PWS

PWS Contact Information

- Name:** Full name of primary emergency PWS contact
- Email:** Email address for primary emergency PWS contact
- Phone 1:** Primary phone number for primary emergency PWS contact
- Phone 2:** Secondary phone number for primary emergency PWS contact

Operator Contact Information

- Name:** Full name of primary operator contact for the PWS
- Email:** Email address for primary operator contact for the PWS
- Phone 1:** Primary phone number for primary operator contact for the PWS
- Phone 2:** Secondary phone number for primary operator contact for the PWS

PWS Status Indicators

Source: Overall status of all sources of supply based on normal operations.

- Options:
- Normal** System is able to meet demands
 - Impaired** Some, but not all, sources have been negatively impacted. System may struggle to meet demands
 - Out** All sources have been impacted and no water is available
 - Unknown** Damage to sources is suspected but sources have not yet been assessed

Comments: Comments are required whenever the status is not *Normal*. Provide a brief description of any sources that have been impacted.

Treatment: Overall status of all treatment facilities based on normal operations.

- Options:
- N/A** Not applicable, no treatment
 - Normal** Critical treatment
 - Limited** Some, but not all, treatment facilities or processes have been impacted
 - Non-Functional** All treatment facilities have been impacted and are offline

Additional: ***Chemical Supply/Availability Concerns – Yes/No***
Is there a concern that treatment will be interrupted due to the availability of treatment chemicals?

Comments: Comments are required whenever the status is not *Normal* or *N/A*. Provide a brief description of how the treatment facilities have been impacted.

Distribution: Overall status of the distribution system. Pressure issues, main breaks, etc.

- Options:
- Normal** The entire distribution system is operating normally
 - Partial Outage** Portions of the distribution system are experiencing low pressure or complete water outages
 - Full Outage** Entire distribution system has lost pressure

Comments: Comments are required whenever the status is not *Normal*. Provide a brief description of any distribution system issues and/or disruptions of service.

Communications: Status of communication systems at the PWS, includes landline phones, cell phones, internet, radio and other means of communication.

Options: **Normal** All communication systems are operating normally
Impaired Some communication systems are not available
Out Complete loss of communication

Comments: Comments are required whenever the status is not *Normal*. Provide a brief description of any communication issues the system is encountering.

Power Issues: Overall status of any electrical power issues throughout the system.

Options: **Normal** All water system facilities are operating normally
Partial Power loss at some water system facilities (No Generator)
Emergency Some water system facilities are operating on emergency power
No Power Complete loss of power at all system facilities

Additional: **Fuel Availability concerns - Yes/No**
If using a generator, is there a concern about obtaining additional fuel?

Comments: Comments are required whenever the status is not *Normal*. Provide a brief description of the power issues throughout the system.

Water Advisory: Status of potential water quality concerns and the delivery of water quality advisories to notify consumers.

Options: **Not Necessary** A water quality advisory is not necessary based on current conditions
Advised by DPH DPH advised system to provide a water quality advisory to consumers
Delivered A water quality advisory was delivered to consumers

Additional: **Water quality advisory Start and End Dates**
Indicate when consumers were first notified of the water quality advisory and when they were notified that the water quality advisory was lifted.

Comments: Comments are required whenever the status is not *Not Necessary*. Provide a brief description of the advisory that was delivered and how it was delivered.

Significant User Impact: Status of the delivery of drinking water to significant and priority users, as defined in the Regulations of Connecticut State Agencies (RCSA) [25-32d-3\(d\)](#). Refer to the list of facilities that are on the *Critical Water Facilities for Priority Power Restoration List*.

Options: **No** No critical water facilities serving significant users are impacted
Unknown An assessment of critical water facilities serving significant users has not been completed
Yes Delivery of drinking water to significant users has been disrupted

Comments: Comments are required whenever the status is not *No*. Provide a brief description of the significant users and Critical Water Facilities that have been impacted.

Physical Damage: Status of any physical damage to public water system facilities that may impact the delivery of drinking water.

Options: **None** No physical damage to any water systems facilities have been identified.
Unknown An assessment of physical damage has not yet been completed at all water system facilities
Minor Physical damage has been identified at water system facilities but routine operations have not been impacted
Major Physical damage has been identified at water system facilities which impacts the operation of a facility and its ability to deliver drinking water

Comments: Comments are required whenever the status is not *None*. Provide a brief description of the physical damage and its impact on water system operations.

Accessibility: Status of physical access to water system facilities by PWS personnel.

Options: **Normal** All water system facilities are accessible
Limited Some water system facilities are not accessible but there is no impact to routine operations
Unknown Accessibility of water system facilities has not yet been determined
Severely Limited Access to critical facilities is limited and is impacting the normal operations and the ability to deliver drinking water

Comments: Comments are required whenever the status is not *Normal*. Provide a brief description of the accessibility issues and how normal operation have been impacted.

Resource Staffing:	Status of the workforce available to a public water system.
Options:	<ul style="list-style-type: none">Normal Workforce has not been impactedAdequate Workforce has been impacted but an adequate number of critical personnel are available to maintain routine operationsNot adequate Workforce has been impacted and there are not enough critical personnel available to maintain most routine operationsEmergency Workforce has been significantly impacted and there are not enough critical personnel available to maintain critical operations
Comments:	Comments are required whenever the status is not <i>Normal</i> . Provide a brief description of the staffing issues and how normal operations have been impacted.
Drought Status:	Water supply status of the public water system during drought conditions. The options are based on the four stages of drought response during drought based emergencies as required in the water company's Water Supply Plan (RCSA 25-32d-3(d)(10)).
Options:	<ul style="list-style-type: none">Normal Water supply status has not been impacted by drought.Advisory The water system has triggered the drought Advisory stage and is following the appropriate steps in its water supply emergency contingency plan.Watch The water system has triggered the drought Watch stage and is following the appropriate steps in its water supply emergency contingency plan.Warning The water system has triggered the drought Warning stage and is following the appropriate steps in its water supply emergency contingency plan.Emergency The water system has triggered the drought Emergency stage and is following the appropriate steps in its water supply emergency contingency plan.
Additional:	<i>Current Reservoir Capacity (%)</i> Overall system-wide reservoir capacity available.
Comments:	Comments are required whenever the status is not <i>Normal</i> or <i>N/A</i> . Provide a brief description of the current drought impact and system's actions in response.

Assistance Required: Indicates that the public water system is in need of outside assistance.

Options: None The water system does not require outside assistance
When Available The water system is need of outside assistance but is still able to deliver drinking water to significant users
Immediate The water system is not able to deliver drinking water to significant users and is in need of immediate outside assistance

Comments: Comments are required whenever the status is not *None*. Provide a brief description the type of assistance that is required.

Other Useful WebEOC Boards

Activity Log Board

The Activity Log Board allows a PWS to document actions taken by personnel in your position during each shift. It is an internal view board only. It allows your agency to track event names and details, event status, contact information, position and name of those reporting, maps of the area, and more.

Any posting to this log can be shared on the “Statewide Situation Status” Board. To accomplish that, check the box labeled “Post to Statewide Situation Status” and click Save. The entry will be reviewed by the Duty Officer or other authorized SEOC MAC representative and posted as appropriate.

Activity Log (ICS-214)
Incident: Routine 2018 May-June

Details

Date/Time: 05/17/2018 14:54:15

Event Type: *** EXERCISE *** *Required

Priority: (Select)

Address/Location: 410 Capitol ave, Hartford, CT, 06067
(Street address, city, state, zip code)
After entering the address click the Get Address button to generate the Lat/Long prior to saving the request.

Lat/Long: 41.763725 / -72.689632

Attachment 1:

Attachment 2:

Details:

Post to Statewide Situation Status Review

Page 1 of 1 Disable Refresh? © 2015 ESI Acquisition Inc. All rights reserved. intermedix

Contact List Board

The Contact List Board allows individuals to self-register their contact information to be included in this system-wide directory. Information that can be recorded for each contact includes: agency (or person) name; telephone, mobile, and pager numbers; physical and email addresses; special notes or comments for the contact; and more. All users are responsible for the accuracy of their own data as this board is not maintained by any one group.

Contacts
Incident: Routine 2018 May-June

Contact

Last: First:
Agency: (Select)
Title:
Department/Town:
Address:
City: State: Zip Code:
Email 1: Email 2: Email 3:
Notes:

Contact Numbers

Business Cell: Personal Cell: Satellite Phone:
Business 1: Business 2: Home:
Pager: Fax: Other:

Save Cancel

Online Attendance Board

Displays users, by position name, which are currently logged into WebEOC.

Logged In Time: 05/17/2018 16:14:47
Generate PDF

● Sachin Patel

Statewide Public Water System Status

This board is an at-a-glance table showing the status of every public water system’s status during an emergency event. This is a read-only informational board that will give WebEOC users a quick snapshot of PWS Status across the state and will be used to help form a larger picture of the extent of the emergency or disaster statewide.

The following information is being entered from multiple sources and has not been officially validated or confirmed.

Region	PWS Name	PWS ID	Population	Source	Treatment	Distribution	Communications	Power Issues	Water Advisory	Last Update	Details
Region 2	New Fairfield Water Pollution Control Authority	CT091002	0	Normal	N/A	Normal	Normal	Normal	Not Necessary	05/10/2018 10:45:47	Select
Region 4	New London Dept. of Public Utilities	CT085001	26213	Normal	N/A	Normal	Normal	Normal	Not Necessary	04/10/2018 13:46:31	Select
Region 3	Worthington Fire Dept	CT070021	2876	Normal	N/A	Normal	Normal	Normal	Not Necessary	02/20/2018 11:13:10	Select
Region 3	Bain Water Control Commission	CT070021	8126	Normal	N/A	Normal	Normal	Normal	Not Necessary	02/10/2018 10:00:00	Select
Region 5	Westport Water Department	CT1861423	2550	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:23	Select
Region 5	Winsted Water Works	CT183001	7784	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:23	Select
Region 5	Windham Water Works	CT183001	21214	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:23	Select
Region 5	Waterborn Water & Sewer Authority	CT183001	9972	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:23	Select
Region 5	Waterborn Fire District	CT183001	6718	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:23	Select
Region 4	Waterford WPCA	CT182001	16678	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:23	Select
Region 5	Waterbury Water Department	CT181001	1072710	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:47:12	Select
Region 2	Wallingford Water Department	CT148001	37267	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:57	Select
Region 3	Valley Water Systems, Inc.	CT110001	18231	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:44	Select
Region 4	University of Connecticut - Main Campus	CT078002	28480	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:30	Select
Region 4	University of Connecticut - Main Campus	CT078002	28480	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:13	Select
Region 5	Torrington Water Company	CT143001	37916	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:46:30	Select
Region 3	Torland Water Department	CT142001	1251	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:45:28	Select
Region 3	Tariffville Fire District Water Dept	CT128001	1477	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:45:13	Select
Region 4	Sprague Water & Sewer Authority	CT130001	1056	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:44:27	Select
Region 3	Southington Water Department	CT131001	43090	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:44:13	Select
Region 1	South Norwalk Electric & Water	CT103001	42000	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:44:13	Select
Region 3	Salmon Brook District Water Dept	CT085001	2151	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:43:52	Select
Region 2	Regional Water Authority	CT093001	419000	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:42:46	Select
Region 4	Putnam Water Pollution Control Authority	CT118001	7300	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:42:31	Select
Region 3	Portland Water Department	CT113001	5010	Normal	N/A	Normal	Normal	Normal	Not Necessary	01/02/2018 09:42:13	Select

Chat Room

This Board can be used by all WebEOC users to post in a “blog/chat” format on any issues related to emergency preparedness and response. The “Create New Topic” button brings up a data entry screen where the user may note a topic name, include an attachment, and invite specific positions to the topic. **NOTE: All postings to this board become part of the WebEOC permanent record.**

Welcome, Robert Scata (Logout). You are logged in as Municipality Farmington in Training-Practice 2016

Chat

Training-Practice 2016 [+ Create Topic](#) [Actions](#)

Search

Topic of Discussion Attachment

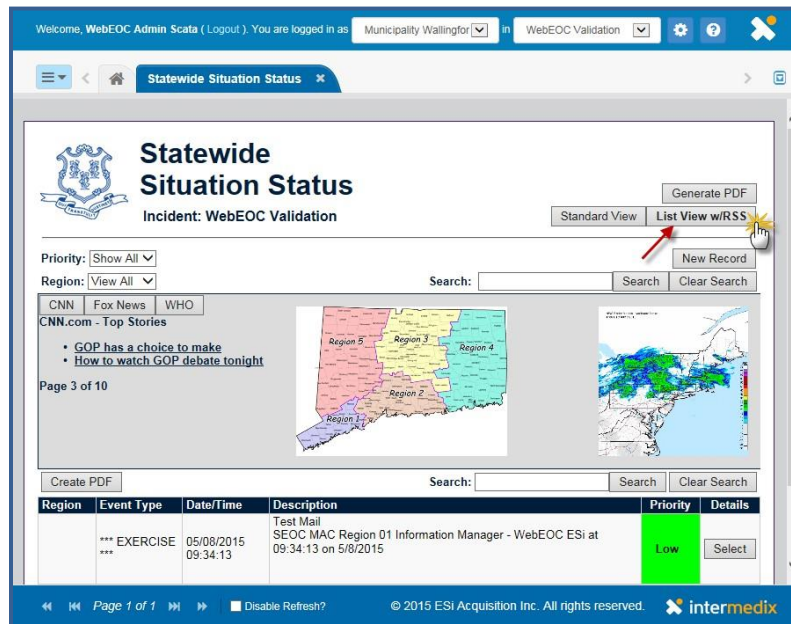
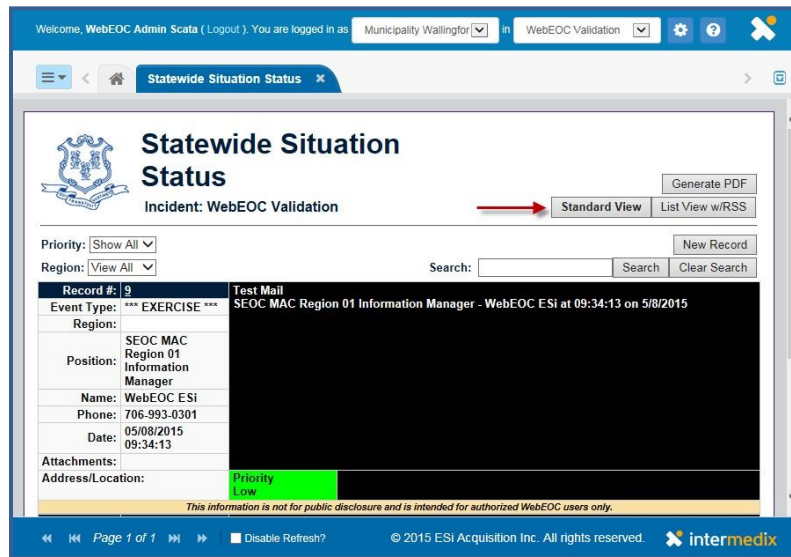
Sandbagging & Environmental Issues FAQ [View/Add to Discussion](#) [Edit Topic](#)

Shelter FAQ [View/Add to Discussion](#) [Edit Topic](#)

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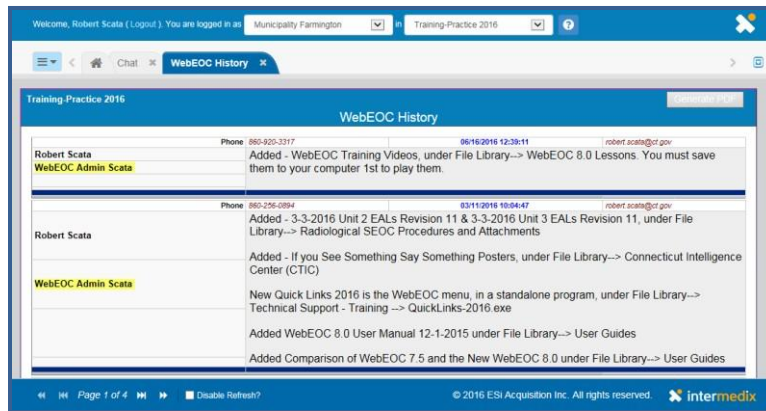
Statewide Situation Status

This board gives a statewide snapshot of significant events. DEMHS controls this board and accepts input from state agencies or municipalities. It is setup as a “dashboard” with the current weather, a news scroll, and any significant current events. A municipality or state agency may submit an event for posting using the data entry screen, or by checking the box in an activity log entry. DEMHS will be automatically notified that a new entry exists and staff will review the entry for possible posting.



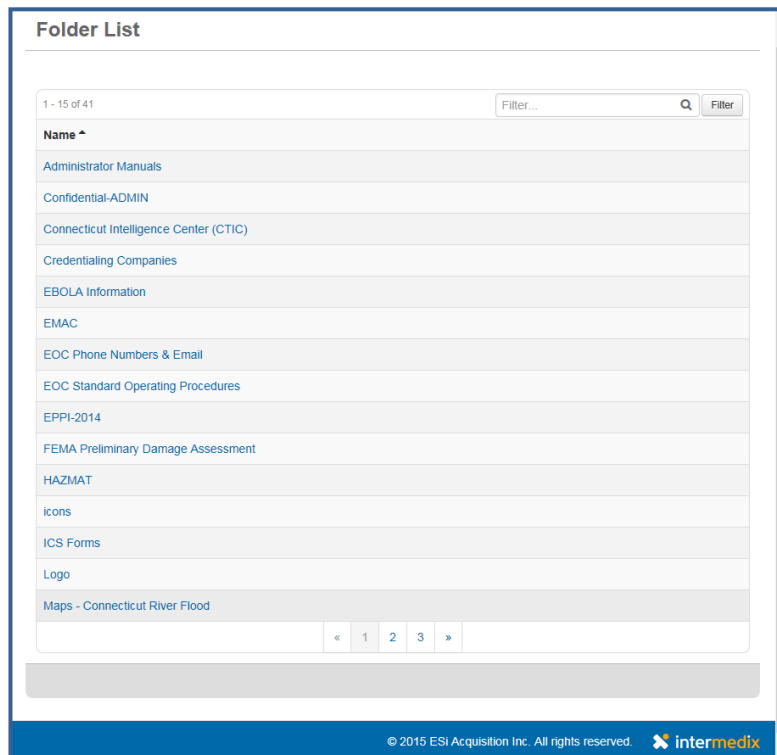
WebEOC History Board

This board provides a description of any changes that happen within WebEOC for users.



File Library Board

This board is where WebEOC users will find helpful documents by category. Hazard- specific procedures and the credentialing ID library can be found here.



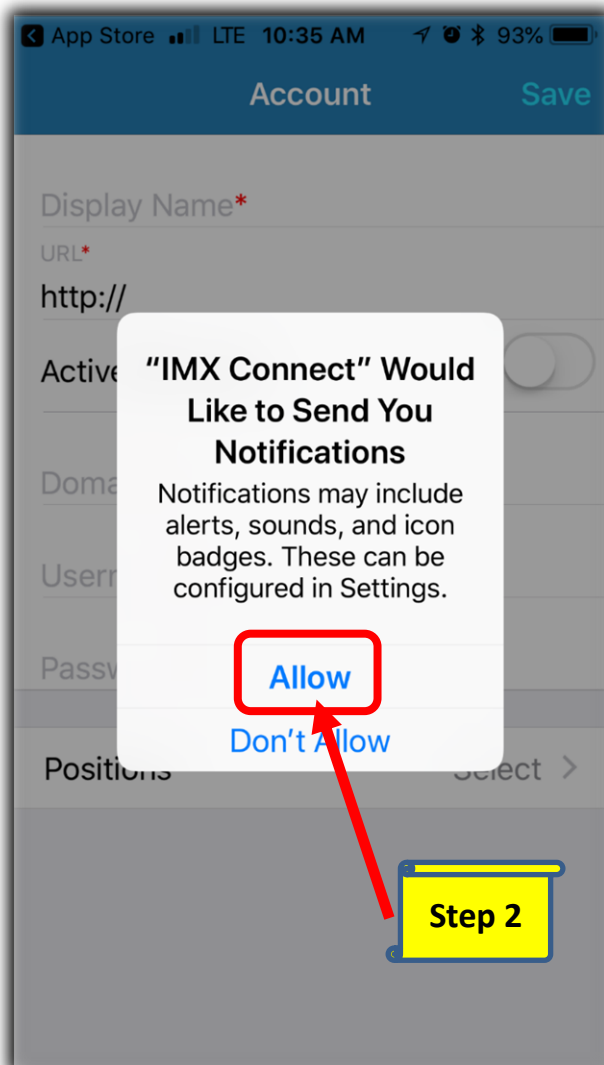
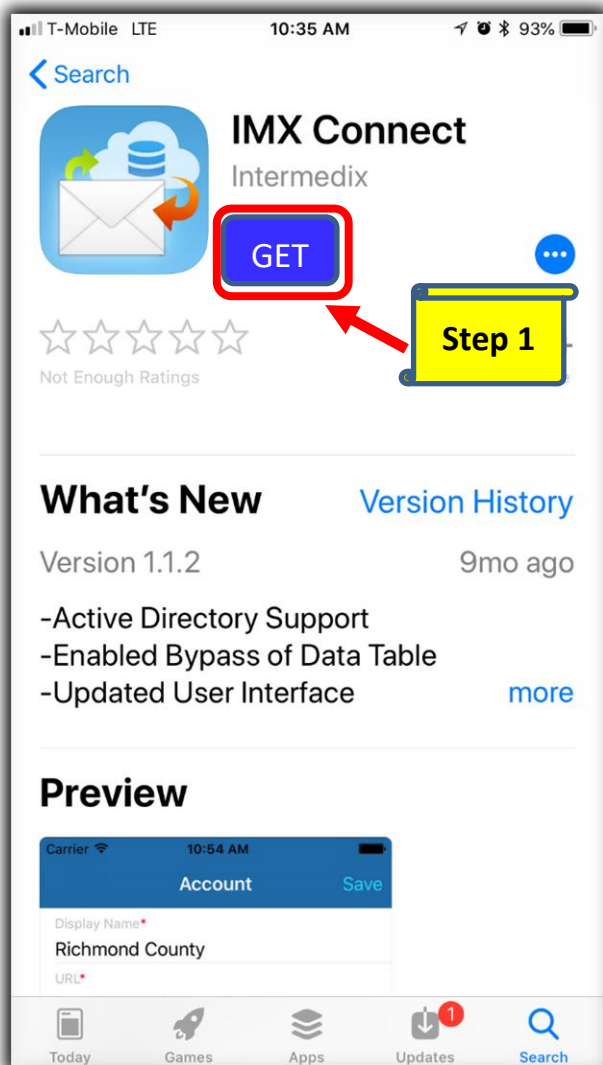
Connecticut WebEOC IMX Connect Setup

IMX Connect is a mobile phone app available on both Android and iPhone. IMX Connect enables you to receive position relevant information notifications on your smart phone. While the pictures used for this guide are from an iPhone, the process is very similar for Android phones. To download IMX Connect, go the App Store application on your phone and search for **IMX Connect**. This should bring up only one option, but if there is more than one option, download the app by **Intermedix**. Note: Data rates may apply.

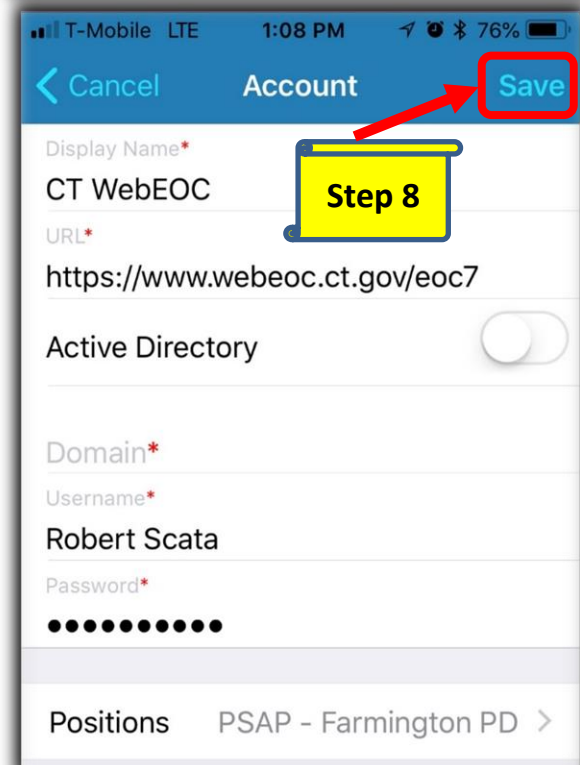
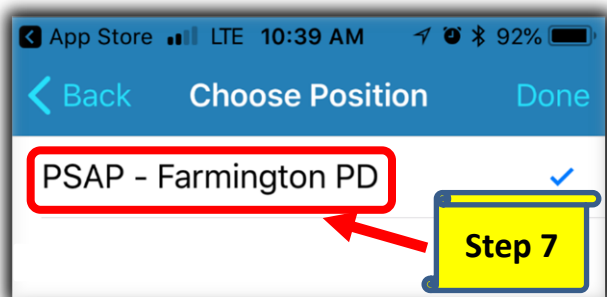
Note: If searching for the IMX Connect App on an iPad select **iPhone Only** in the top left corner.

Step 1: Download the **IMX Connect App**.

Step 2: Upon opening the IMX Connect App, you will be asked if you would like to receive push notifications. When this message box pops up select **OK**.



- Step 3:** Under Display Name, choose a display name that will be easy for you to identify, such as CT-WebEOC.
- Step 4:** Under URL, type in <https://www.webeoc.ct.gov/eoc7>
- Step 5:** Under Username, type in your full WebEOC username.
- Step 6:** Under Password, type in the password associated with your WebEOC account.
- Step 7:** Tap on the Positions section at the bottom. This will take you to a page with the positions that you are assigned on WebEOC. Select the positions that you will require notifications from during an emergency. When you are finished, click Done.
- Step 8:** Review the information to ensure that it is correct and then click Save. Once you click save, the app will go back to the main selection screen.



IMX Connect App Instructions

From within IMX Connect, you can access the full WebEOC application using the new window icon found on the position's notifications page. This capability allows you to quickly log in to WebEOC without requiring you to enter your username and password each time you log in.

Step 1: Click on the **IMX Connect App**.

Step 2: Choose which position you would like to receive notifications from and which position you would like to be signed in under. After choosing your position, you will be taken to the notification/inbox menu. The position you have signed in under will be in bold at the top of the menu. This is where you can see notifications for your position.

