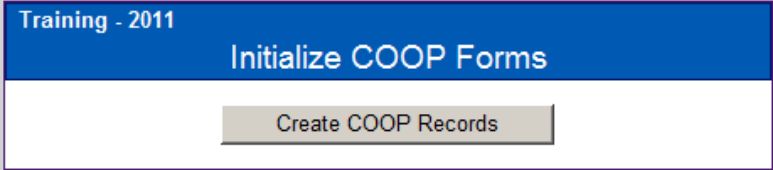# Supported Specialty WebEOC Boards

COOP Board (Version 1.0)	Incident Based

Description: The COOP board enables different departments to independently submit/manage information, while enabling a higher level supervisory position to view the information.

Views: This board uses 28 list views and 9 input views for recording various COOP components.

List View – Initialization -- This view enables the COOP records to be initialized.

Training - 2011
Initialize COOP Forms

Create COOP Records

If the record has been created already, no action can be performed and the view listed below appears notifying that the COOP records have been created.

Training - 2011
Initialize COOP Forms

The COOP Records Are Created

Default Features
There are currently no special features for this display view.

Variations: None

Supported Specialty WebEOC Boards

List View – **COOP Department Control Panel** – Each identified Department will have a Department Control Panel with buttons on the left to access the identified data. Desriptions are on the right. Each button opens a display view and each display view has an associated input view as appropriate.

Training - 2017	Department COOP PM Control Panel *** WebEOC Admin
Organization Activation	The current leader and facility address for Continuity of Operations in support of the following objectives within 12 hours of activation: 1. Ensure continuous performance of essential functions 2. Reduce loss of life/minimize damage 3. Ensure succession to office of key leadership 4. Reduce/mitigate disruptions to operations 5. Protect essential assets 6. Achieve timely recovery/reconstitution 7. Maintains Tests, Training and Exercises program for validation
Orders of Succession and Delegation of Authority	Orders of succession are provisions for the assumption of senior departmental leadership positions during an emergency when the incumbents are unable or unavailable to execute their legal duties. Delegations of Authority specify who is authorized to make decisions or act on behalf of the department head and other key officials for specific purposes during COOP emergencies to include, making personnel management decisions, approving commitment of resources and signing contracts.
Mission Essential Functions	Mission Essential Functions are those functions that enable an organization to provide vital services, exercise civil authority, maintain the safety of the general public and sustain the industrial and economic base.
Alternate Facilities	Locations, other than the normal facility, used to carry out essential functions in a COOP situation.
Program Manager	The COOP Program Managers serve as the department COOP coordinator and is responsible for all activities that enable the department to perform essential functions in any situation that would otherwise disrupt normal operations.
Human Capital Management	Human capital management is having the right people (Emergency Response Group) in the right jobs to perform essential functions, ensures that all employees have a clear understanding of what to do in an emergency, and includes protocols for identifying/assisting special-needs employees. It considers alternate assignments for nonemergency employees.
Vendor/Customer	A vendor is an entity that provides information, data, services, etc. to your department/unit. A customer is an entity to whom your department/unit provides information, data, services, etc. Vendors and customers may be internal to the County government (i.e., another County department or agency) or external to the County government (i.e., another jurisdiction, the State, private sector company, the public, etc.)
Vital Records	Vital records are electronic and hardcopy documents, references, and records needed to support essential functions during a COOP situation. The two basic categories of vital records are emergency operating records, and legal and financial records.
Vital Equipment	Communications, IT, and other support equipment that provides the capability to perform essential functions, in conjunction with other organizations, until normal operations can be resumed.
Reports	Special reports to include COOP Program Manager contact list, Alternate Facility locations, orders of succession list, and a COOP Departmental Quick Reference Guide

Default Features
- Buttons to access each component.

Variations: None

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Supported Specialty WebEOC Boards

COOP Organization Activation – This component is for specifying who will be the leader for the department and where the current facility is located. Each field provides a date/time field to indicate when the information was last updated.

Update Record 96

Save   Spell Check   Cancel

Report As   Ciprian Sufitchi

Current Leader   As of:

Current Facility   Get Address   Map It   As of:

Default Features

- *Date/Time* picker code to facilitate proper date format.
- Radio buttons to ensure only one choice is made.
- Mapping capability

Variations: None

COOP Order of Succession and Delegation of Authority – This component displays the individuals and supporting information identified for the order of succession as well as delegation of authority information.

Training - 2011
Orders Of Succession And Delegation Of Authority Board
WebEOC Admin

Back   Edit   Print PDF

Succession List

Position	Name	Work Address	Work Phone	Work Cell	E-mail

Delegation Of Authority

Organization	Organization Leader	Authorities To Be Delegated During A Coop Event	What Events Activate And Terminate The Delegation Of Authority?	Documentation Of Authority (If Applicable)
Name: WebEOC Admin Office Location:	Name: Title: Work Address: Work Phone: Work Cell: E-mail:		Activated: Terminated:	

Default Features:

- *Print to PDF* option that displays a report of the listed information
- *Back* button to return to the Department Control Panel
- *Edit* button to modify the information

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Supported Specialty WebEOC Boards

Input for COOP Orders of Success and Delegation of Authority – This is the input form to add and modify the succession and authority data.

Delegation Of Authority		
Organization	Name:	WebEOC Admin
	Office Location:	
Organization Leader	Name:	
	Title:	
	Work Address:	
	Work Phone:	
	Work Cell:	
	E-mail:	
Authorities To Be Delegated During A Coop Event		
What Events Activate And Terminate The Delegation Of Authority?	Activated:	
	Terminated:	
Documentation Of Authority (If Applicable)		

Succession List					
Position	**Name**	**Work Address**	**Work Phone**	**Work Cell**	**E-mail**

Default Features
There are currently no special features for this display view.

Variations: None

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Supported Specialty WebEOC Boards

COOP Mission Essential Functions – This list view displays the essential functions to enable the department to provide vital services.

EF #	Priority (Recovery Time)	Essential Function	Department/Section
EF 1			
EF 2			
EF 3			
EF 4			
EF 5			
EF 6			
EF 7			
EF 8			
EF 9			
EF 10			
EF 11			
EF 12			
EF 13			
EF 14			
EF 15			

Training - 2011
Organization Essential Functions
WebEOC Admin
Back Edit   Print PDF

Default Features:

- Drop down list to maintain data consistency
- Check boxes to visual determine yes/no questions

Input for COOP Mission Essential Functions – This input view guides the user in provide essential function information.

Update Record 96
Save   Spell Check   Cancel
Report As Ciprian Sufitchi

EF #	Priority	Essential Function	Department/Section
EF 1			
EF 2			
EF 3			
EF 4			
EF 5			
EF 6			
EF 7			
EF 8			
EF 9			
EF 10			
EF 11			
EF 12			
EF 13			
EF 14			
EF 15			

Default Features

- Drop down list to maintain data consistency.

Variations: None

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Supported Specialty WebEOC Boards

COOP Alternate Facilities – This list displays the location and address and potential phone numbers for alternative facility locations.

Default Features:
- Print to PDF option that displays a report of the listed information
- Back button to return to the Department Control Panel
- Edit button to modify the information

Input for COOP Alternate Facilities – This input view guides the user in providing the location and telephone number fields.

Default Features
There are currently no special features for this display view.

Variations: None

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Supported Specialty WebEOC Boards

COOP Program Manager – This list view displays the COOP Program Managers that will serve as the department COOP Coordinator.

Default Features:

- *Print to PDF* option that displays a report of the listed information
- *Back* button to return to the Department Control Panel
- *Edit* button to modify the information

Input for Program Manager – This input view guides the user in supplying the necessary department COOP Coordinator information.

Default Features:
There are currently no special features for this display view.

Variations: None

Supported Specialty WebEOC Boards

COOP Human Capital Management – This list view provides an area to view all employees identified to support essential department functions.

Default Features:

- Print to PDF option that displays a report of the listed information
- Back button to return to the Department Control Panel
- Edit button to modify the information

Input for COOP Human Capital Management – This input view captures the employee and associated information.

Default Features:

There are currently no special features for this display view.

Variations: None

COOP Vendor/Customer – This view allows departments to document information on internal and external vendors (entities that provide information or services to the department) and customers (entities that receive information or services from the department).

Default Features:

- Back button to return to the Department Control Panel
- Print to PDF option that displays a report of the listed information
- Edit button to modify the information
- New Vendor/Customer button to create a new vendor/customer record.

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Supported Specialty WebEOC Boards

Input for COOP Vendor/Customer – The input view provides an area to add/edit customer/vendor information.

Save Cancel		
Name	Organization	Address
Email Address/Website	Customer/Vendor	
Internal/External	Office Phone	
Cell Phone	MEF Supported	

Default Features:
- Drop down list to maintain data consistency

Variations: None

COOP Vital Records – This list view displays documents that are considered vital to a department during a COOP situation.

Training - 2011

Vital Records, Files and Databases Board
WebEOC Admin

Back   Print PDF

Vital File, Record, or Database	Form of Record	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location	Supports EF #	Action
New Record						

Default Features:
- Print to PDF option that displays a report of the listed information
- Back button to return to the Department Control Panel
- Edit button to modify the information
- New Record button to create a new vital record file.

Input for COOP Vital Records – The input view provides the area to add/edit vital record information.

Report As	Joan E. Koss				
Save Cancel					
Vital File, Record, or Database	Form of Record	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location	Supports EF #
	Hardcopy	☐	☐	☐	

Default Features:
- Drop down list to maintain data consistency
- Check boxes to visual specify yes/no questions

Variations: None

Supported Specialty WebEOC Boards

Vital Equipment – This list view displays all necessary equipment needed to perform essential functions.

Default Features:
- Print to PDF option that displays a report of the listed information
- Back button to return to the Department Control Panel
- Edit button to modify the information
- New Equipment button to create a new equipment record

Input for Vital Equipment – This input view offers the fields needed to fully ientify the vital equipment needed during a COOP situation.

Default Features
- Drop down list to maintain data consistency.

Variations: None

Supported Specialty WebEOC Boards

COOP Reports – This selection offers an area to select from four different reports.

Training - 2011	Reports	
Back		
COOP Quick Reference Guide	This Quick Reference Guide is designed to assist the EOC Emergency Management Group members with providing support to various departmental Continuity of Operations (COOP) activations and alternate facility deployments. Use this to view, analyze, and report on departmental COOP plans and operations.
Dept. COOP PMs	This report provides a complete list of all assigned Continuity of Operations (COOP) Program Managers (PM) who are responsible for COOP planning, preparedness and activation of their COOP plans on behalf of their departmental leadership. Use this for COOP PM contact information.
Dept. COOP Alternate Facilities	This report provides a complete list of all potential alternate facilities that may be used in the event departments need to execute their COOP plans. Use this alternate facility list to aid departments in their deployment efforts and provide proactive support if there are multiple organizations requesting to use the same alternate facility.
Dept. COOP Succession Plan	This report consolidates all departmental succession lists for departments that have essential functions and require COOP plans. Use this orders of succession list to aid departments in their efforts to maintain essential functions.

Default Features
- Back button to return to the main COOP control panel.
- Buttons to access each report.

Reports – COOP Quick Reference Guide

Primary PM	/	Location: Office: E-mail:
Secondary PM	/	Location: Office: E-mail:

Office	Location
Current Facility	
Primary Alternate Facility	
Secondary Alternate Facility	
Tertiary Alternate Facility	

Successors for   ,

Special COOP Considerations and/or Responsibilities:

Supported Specialty WebEOC Boards

Reports – Department COOP Program Managers

Training - 2011
COOP Program Manager Report
Back   Print PDF

Organization	Position	Name	Work / Home Addresses	Work / Home Phone	Work / Pers. Cell	Work / Home E-mail
WebEOC Admin			(W) (H)	(W) (H)	(W) (P)	(W) (H)
			(W) (H)	(W) (H)	(W) (P)	(W) (H)

Reports – Department COOP Alternate Facilities

Training - 2011
COOP Alternate Facilities Report
Back   Print PDF

Department	Current Facility	Primary Alternate Facility	Secondary Alternate Facility	Tertiary Alternate Facility	Public Health Emergency
WebEOC Admin					

Reports – COOP Succession Plan

Training - 2011
COOP Succession Plan Report
Back   Print PDF

Position	Name	Work Address	Work Phone	Work Cell	E-mail
WebEOC Admin					

Default Features
- Print PDF option that displays a report of the data for printing.

Variations: None

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Supported Specialty WebEOC Boards

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