

# Supported Specialty WebEOC Boards

## COOP Job Aid Board (Version 1.0) Incident Independent

**Description:** This board consolidates multiple checklists that are used when a COOP plan is activated and implemented. This board lists all the checklists and notes the latest revision and when it was last tested or exercised.

**Views:** This board provides two list views and an appropriate edit views for recording/updating the Revision and TT&E dates as well as the referenced document

**List View** – Each organization will see their respective plans, guidelines, and checklists listed.

MC Training - 2012				
MC COOP Job Aid				
Legend: <span style="color: red;">■</span> Document TT&E or Review date past due <span style="color: yellow;">■</span> Document TT&E or Review due in less than 90 days				
Plans, Guidelines or Checklists	Revision Date	TT&E Due Date	Document	Action
Readiness and Preparedness - COOP Plan Handbook				Edit
Readiness and Preparedness - Business Process Analysis (BPA)				Edit
Readiness and Preparedness - Business Impact Analysis (BIA)				Edit
Readiness and Preparedness - COOP Program Manager Checklist				Edit
Readiness and Preparedness - Family Support and Preparedness Plan				Edit
Readiness and Preparedness - Building Evacuation Plan				Edit
Readiness and Preparedness - Facility Vulnerability Assessment				Edit
Activation and Relocation - COOP Alert and Notification Checklist				Edit
Activation and Relocation - Employee Advisories, Alerts and Instructions				Edit
Activation and Relocation - Personnel Accountability Guideline				Edit
Activation and Relocation - Initial Actions and Advance Team Checklist				Edit
Activation and Relocation - Alternate Facility Deployment Checklist				Edit
Activation and Relocation - COOP Activation Checklist				Edit
Activation and Relocation - Pre-positioned Resources and Drive Away Kits				Edit
Continuity Operations - Re-establishment of Communications Checklist				Edit
Continuity Operations - Order of Succession Implementation Guideline				Edit
Continuity Operations - Contingency Checklist for Vital Records and Databases				Edit
Continuity Operations - Protection and Safeguarding of Vital Records and Databases				Edit
Continuity Operations - Resources Acquisition Checklist				Edit
Reconstitution - Reconstitution Checklist				Edit
Reconstitution - Employee Advisories, Alerts and Instructions				Edit

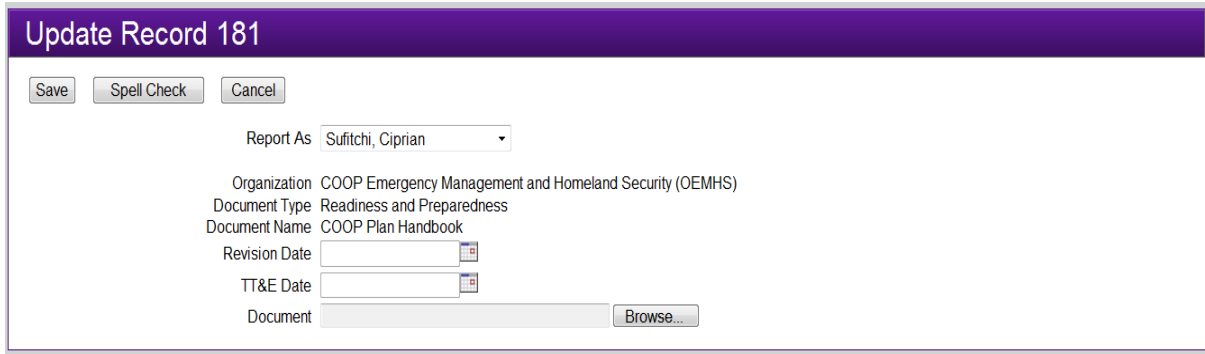
**Default Features:**

- Sort capability on the Revision or TT&E Due Dates by clicking on the corresponding column header/field title.
- Record editing through the *Edit* button
- Color background colors for easy identification of a plan, guideline or checklist that is past due (red) or due within 90 days (yellow).

**Variations: None**

# Supported Specialty WebEOC Boards

**Input (Edit) View** – This view enables the user to update the appropriate date and associated document.



The screenshot shows a web form titled "Update Record 181" with a purple header. Below the header are three buttons: "Save", "Spell Check", and "Cancel". The form contains the following fields and labels:

- Report As: Sufitchi, Ciprian (dropdown menu)
- Organization: COOP Emergency Management and Homeland Security (OEMHS)
- Document Type: Readiness and Preparedness
- Document Name: COOP Plan Handbook
- Revision Date: [text input with date picker icon]
- TT&E Date: [text input with date picker icon]
- Document: [text input with "Browse..." button]

## Default Features:

- Date/Tme picker code to facilitate proper date format
- Ability to browse to the document
- *Spell Check* button to ensure correct spelling

**Variations: None**

# Supported Specialty WebEOC Boards

**COOP Manager View** – This view enables the manager to view any plan, guideline or checklist that is coming up to or surpassed its TTE& or Review Date.

COOP Organization Document Status				
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Clear Search"/>	All ▾
<input type="button" value="New"/>	Legend: <span style="color: red;">■</span> Document TT&E or Review date past due <span style="color: yellow;">■</span> Document TT&E or Review due in less than 90 days			
COOP Organization	Continuity Operational Phase	Plan, Guideline or Checklist	TT&E Due Date	Action
COOP HHS - AD - Disabilities	Activation and Relocation	Pre-positioned Resources and Drive Away Kits		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Activation and Relocation	COOP Activation Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Activation and Relocation	Initial Actions and Advance Team Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Activation and Relocation	Personnel Accountability Guideline		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Activation and Relocation	Employee Advisories, Alerts and Instructions		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Activation and Relocation	COOP Alert and Notification Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Readiness and Preparedness	Facility Vulnerability Assessment		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Readiness and Preparedness	Building Evacuation Plan		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Readiness and Preparedness	Family Support and Preparedness Plan		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Readiness and Preparedness	COOP Program Manager Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Readiness and Preparedness	Business Impact Analysis (BIA)		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Readiness and Preparedness	Business Process Analysis (BPA)		<input type="button" value="Edit"/>
COOP HHS - AD - Disabilities	Readiness and Preparedness	COOP Plan Handbook		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Reconstitution	Employee Advisories, Alerts and Instructions		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Reconstitution	Reconstitution Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Continuity Operations	Resources Acquisition Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Continuity Operations	Protection and Safeguarding of Vital Records and Databases		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Continuity Operations	Contingency Checklist for Vital Records and Databases		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Continuity Operations	Order of Succession Implementation Guideline		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Continuity Operations	Re-establishment of Communications Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Activation and Relocation	Alternate Facility Deployment Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Activation and Relocation	Pre-positioned Resources and Drive Away Kits		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Activation and Relocation	COOP Activation Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Activation and Relocation	Initial Actions and Advance Team Checklist		<input type="button" value="Edit"/>
COOP HHS - AD - Senior Community	Activation and Relocation	Personnel Accountability Guideline		<input type="button" value="Edit"/>

## Default Features

- Sort capability on the column headers by clicking on the corresponding column header/field title.
- Record editing through the *Edit* button
- Color background colors for easy identification of a plan, guideline or checklist that is past due (red) or due within 90 days (yellow). Records with blank TT&E Due Dates appear until completed. Once a date is entered and if it is out of range for past due or due within 90 days, it will not appear in the list. This list views displays only those documents needing attention.

**Variations: None**

# Supported Specialty WebEOC Boards

**Manager Edit/View** - – This view enables the manager to update any of the fields.

Update Record 1607

Report As

Organization

Document Type

Document Name

Revision Date

TT&E Date

Document

**Default Features:**

- Date/Tme picker code to facilitate proper date format
- Ability to browse to the document
- *Spell Check* button to ensure correct spelling

**Variations: None**