

Supported Local Core WebEOC Boards

Duty Officer Activity Log

Incident Independent Based

Description: This board captures activities and steps that were taken by the duty officers.

Views: This board provides multiple list views that are used to add and edit records, one with special remove record capability and a read only list view.

List View - This view lists activities along with the overall status and number of staff hours spent on the activity to date.

Start Date	Activity	Description	Status	Response	Total Staff Hours	Last Updated	Edit/View
08/20/2018	A test	A simple test	Closed	✓	10.0	09/11/2018 10:33:26	Edit QDetails Map
04/12/2019	Haz-Mat	Exercise****There is a haz-mat spill on 495 N on the inner loop at MM 123.	Open	✓	4.0	08/20/2018 14:11:38	Edit QDetails Map
11/15/2018	SMA/EMAC	Provided humidifiers for flooding in Huntington.	Closed	✓	6.0	08/20/2018 13:43:10	Edit QDetails
11/23/2018	Special Event		Closed	✓	60.0	07/25/2018 13:42:29	Edit QDetails
01/02/2019	Weather	The Duty Officer was monitoring a line of severe thunderstorms last night that	Closed		2.0	07/23/2018 14:44:38	Edit QDetails
07/12/2018	Weather	Weather - Excessive heat warning	Open		0.2	07/19/2018 15:11:25	Edit QDetails
					Total Staff Hours: 82.2		

Default Features:

- Data displayed in reverse chronological order from when last saved (latest information on top)
- New record creation by clicking the “New Request” button
- Record editing through the “Edit” link
- “Details” link to view the associated activity in a non-editable format with the ability to add action records.
- “Map” capability to view the activity’s location on a map.
- Search capability on the Activity and Description fields
- Filter options to narrow the data displayed

Variation: This version is for use by Health Department Duty Officers. The list view is very similar.

Start Date	Activity	Description	Status	Response	Total Staff Hours	Last Updated	Edit/View
09/17/2018			Open			09/17/2018 10:49:46	Edit QDetails
09/17/2018	Shelter/Evacuation		Closed	✓		09/17/2018 10:49:19	Edit QDetails
09/17/2018	Weather		Open	✓		09/17/2018 10:49:09	Edit QDetails
09/11/2018	Shelter/Evacuation	a test	Open	✓	30.0	09/14/2018 12:52:00	Edit QDetails Map
					Total Staff Hours: 30		

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Input (Edit) View-Activity Information – This view is where duty officer activity is recorded.

Status

Activity

Response?

Start Date / Time

Event Description

Address

Courtney Arroyo
 Sulayman Brown
 Avery Church
 Denise Derflinger
 Mike Guditus
 Diane Hansen
 Cara Howard
 Sarah Keally
 Desiree LaBranche

Personnel Assigned Paul Lupe
 Matt Marquis
 Seamus Mooney
 Al Mullins
 Roy Shrout
 Grellia Steele
 Andrew Sullivan
 Don Willis
 Greg Zebrowski
 Other:

Default Features:

- Dropdown fields to maintain data consistency
- Date/Time picker code to facilitate proper date format
- Checkboxes to indicate identified personnel
- Map enabled

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Variation: The input/edit view for the Health Department incorporates the same base fields in the top portion but includes additional fields

The screenshot displays a web form for incident reporting. The form is organized into several sections:

- Status:** A dropdown menu.
- Activity:** A dropdown menu.
- Response?:** A dropdown menu.
- Start Date / Time:** A date/time picker with a "Current Date/Time" button.
- Event Description:** A large text area with scrollbars.
- Incident Address:** A text input field with a "Map" button.
- Personnel Assigned:** A list of checkboxes next to names: Ed Arif, Colin Brody, Taylor Fletcher, Jesse Habourn, Stephanie Nikola, Paula Rosca, Liz Sullivan, and Cynthia Thackway. An "Other:" field with a text input is also present.
- Equipment Used:** A list of checkboxes next to: Freezer, Refrigerator, Vehicle, and Emergency Kit. A note "(Hold ctrl for multiple selections)" is included.
- On Scene POC:** A text input field.
- Lead Agency:** A text input field.
- Phone:** A text input field.
- Radio Channel:** A text input field.
- Injuries:** A text input field.
- Fatalities:** A text input field.
- Damage to Infrastructure:** A section header with a light blue background bar.
- Add Damage to Infrastructure:** A large text area with scrollbars.
- Evacuations Occurring:** A dropdown menu.
- Number of Evacuations:** A text input field.
- Agencies On-Scene or Enroute:** A text area with scrollbars.
- Agencies/Organizations Already Notified:** A text area with scrollbars.

At the bottom of the form, there are "Cancel" and "Save" buttons.

Default Features:

- Dropdown fields to maintain data consistency
- Date/Time picker code to facilitate proper date format
- Checkboxes to indicate identified personnel
- Map enabled

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Details View—This view enables the review of the duty officer activity record with an area to post actions taken.

Record Details

Start Date / Time	08/20/2018 15:00:38
Status	Closed
Activity	Other
Total Staff Hours	10.0
Event Description	A simple test
Address	123 main st fairfax, va Map
Personnel Assigned	Paul Lupe Other: Christian Thomas
Last Updated Date / Time	09/11/2018 10:33:26

[+ Add Action](#)

Initial Date/Time	Status	Entered By	Action	Edit
08/20/2018 15:01:59	In Progress	Christian Thomas	Received Call	Edit QView

[Return](#)

Default Features:

- “Return” link to close the window and return to the list view
- “Add Action” button to create an action record related to the activity

Variations: The Health Departments details view is conceptually the same but offers additional fields as shown in the input view.

Action Input/Edit View: This view is where the actions taken are recorded.

Entered By:

Initial Date / Time:

Status:

Action:

Location:

Length (in Hours):

Number of Staff:

Action Notes:

[Cancel](#) [Save](#)

Default Features:

- Dropdown fields to maintain data consistency
- Date/Time picker code to facilitate proper date format

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Variations: The Health Department version is similar but includes an additional text area to record the department's response required information.