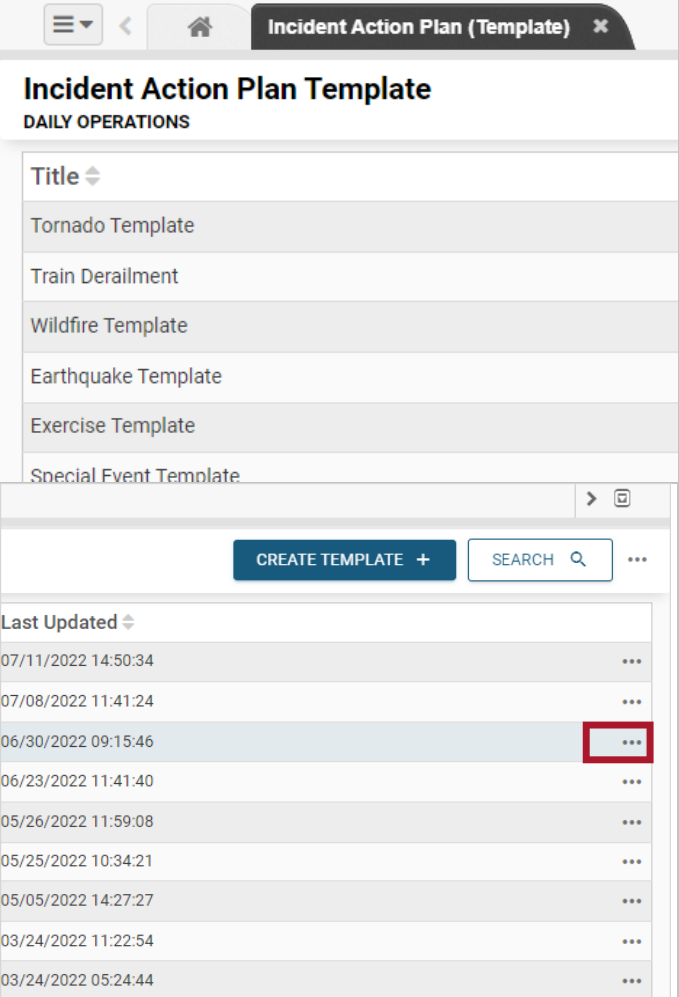


1



In the menu, select the **Incident Action Plan (Template)** board.



Incident Action Plan (Template)

Incident Action Plan Template

DAILY OPERATIONS

Title ▾

Tornado Template

Train Derailment

Wildfire Template

Earthquake Template

Exercise Template

Special Event Template

CREATE TEMPLATE + SEARCH 🔍 ...

Last Updated ▾

07/11/2022 14:50:34	...
07/08/2022 11:41:24	...
06/30/2022 09:15:46	...
06/23/2022 11:41:40	...
05/26/2022 11:59:08	...
05/25/2022 10:34:21	...
05/05/2022 14:27:27	...
03/24/2022 11:22:54	...
03/24/2022 05:24:44	...

2

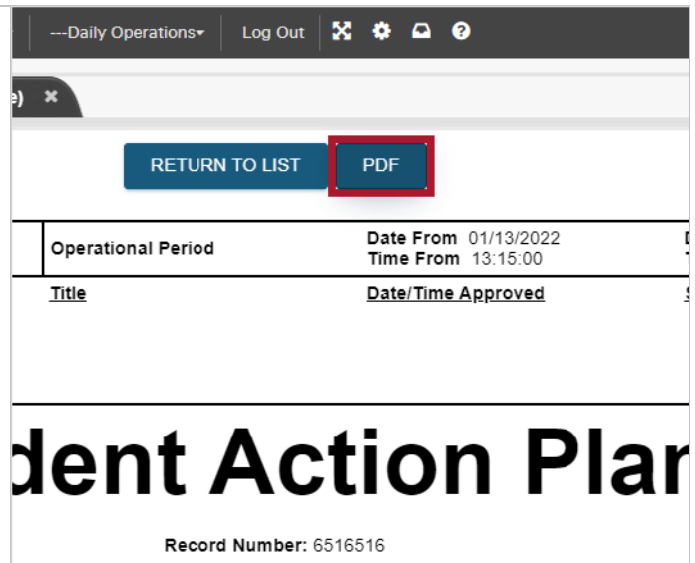


Locate the template you want to update and, on that row, click the ellipsis icon. In the menu, select **View IAP**.

3



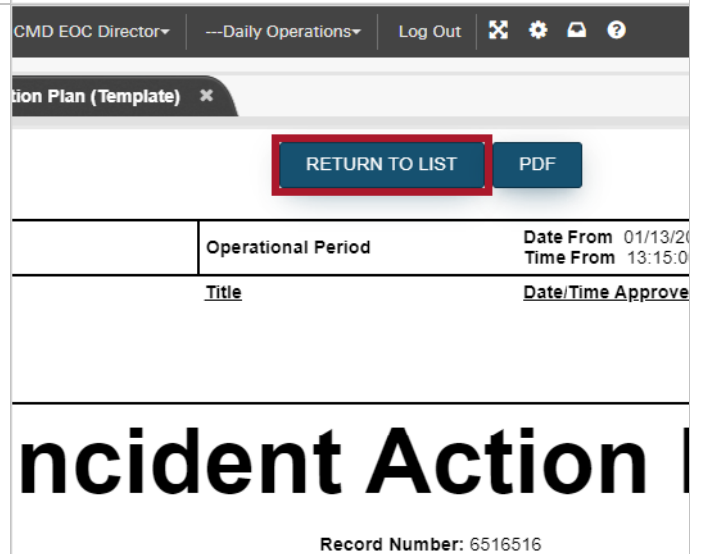
The IAP opens. To create and view a PDF of the plan, click **PDF**.



4



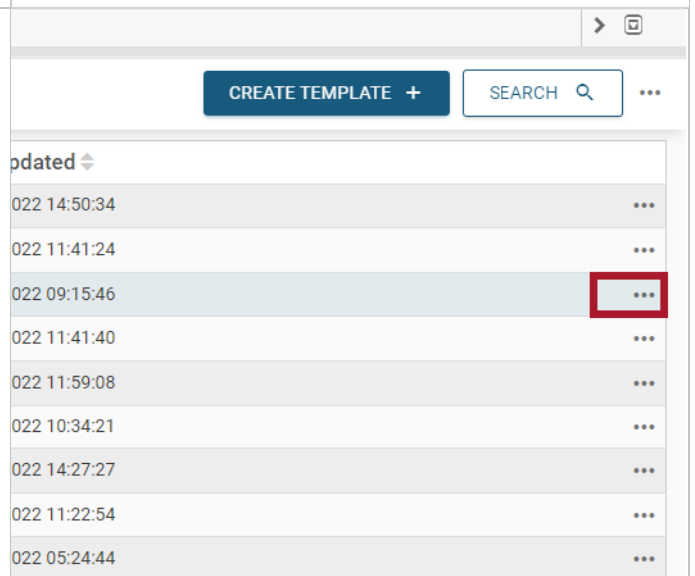
To return to the list of IAPs, click **Return to List**.



5



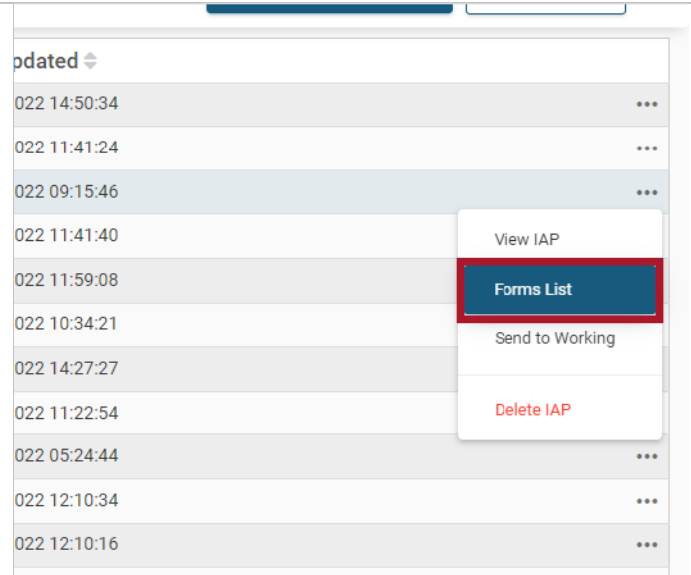
To view a list of the forms within an IAP, on that row, click the ellipsis icon.



6



In the menu, click **Forms List**.



7



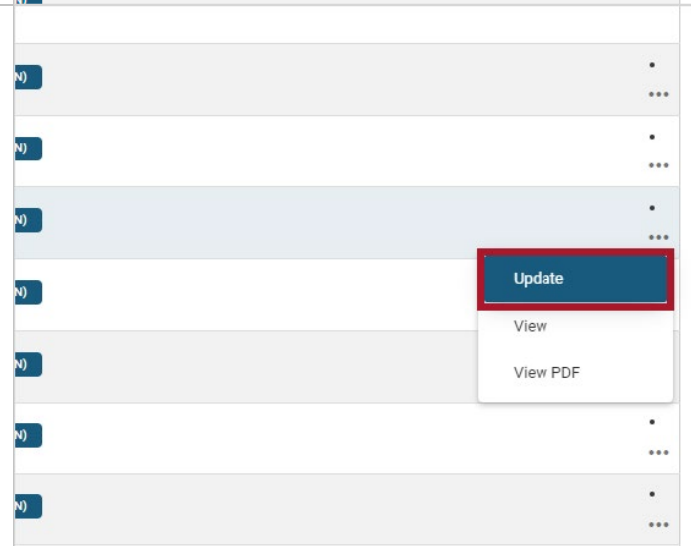
To view and update an IAP, on that row, click the ellipsis icon.



8



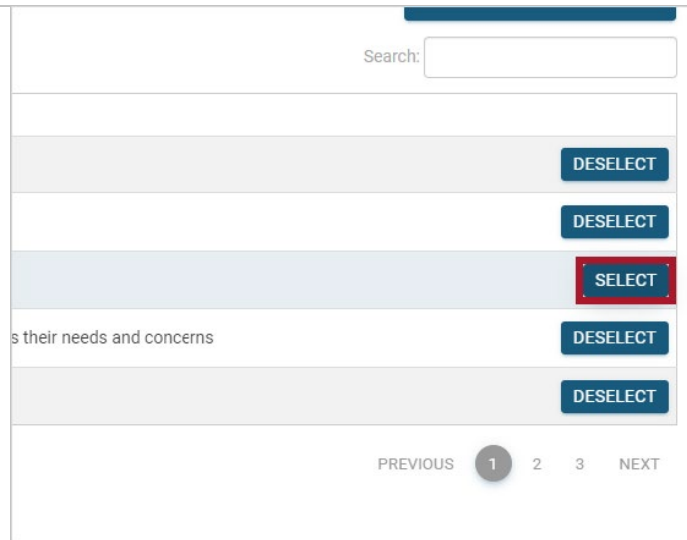
In the menu, click **Update**.



9



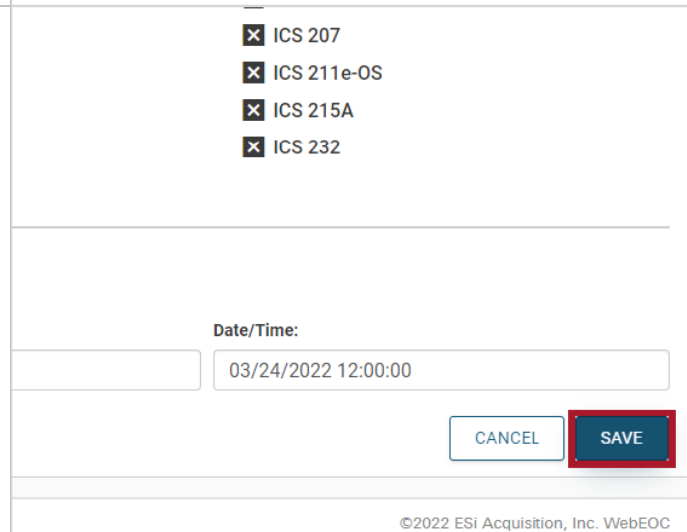
Within in the IAP, make the necessary changes. For example, you can select or deselect objectives and forms, edit descriptions, and decide if a site safety plan is required.



10



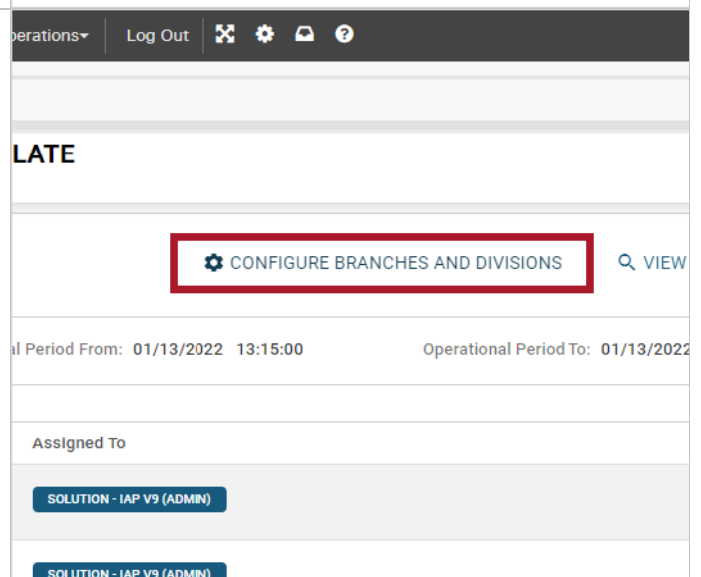
On the lower right, click **Save**.



11



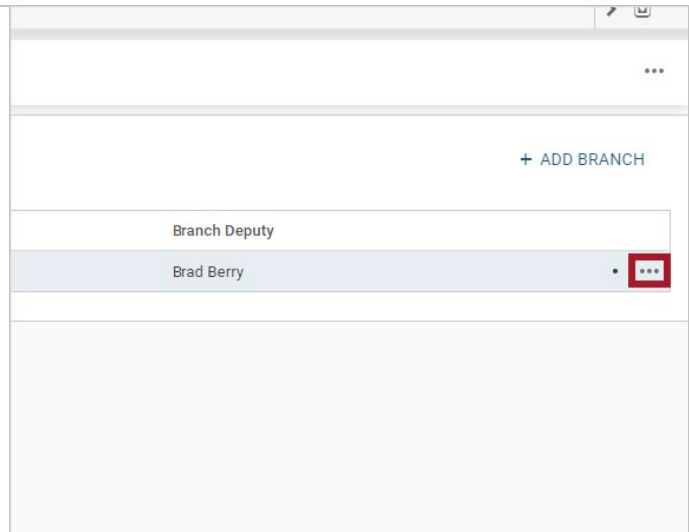
To create, configure, and/or edit administrative branches and divisions, click Configure Branches and Divisions.



12



To view divisions or edit branches, locate the branch and, on that row, click the ellipsis icon.

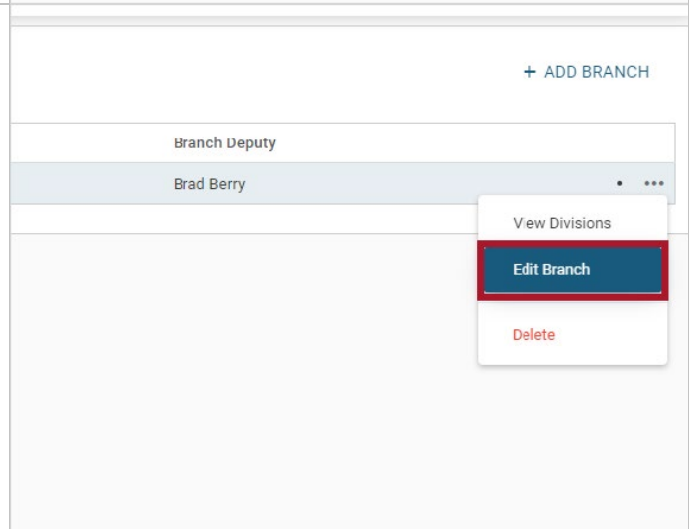


The screenshot shows a web application interface. At the top right, there is a '+ ADD BRANCH' button. Below it is a table with two columns: 'Branch Deputy' and a column with an ellipsis icon. The row for 'Brad Berry' is highlighted, and the ellipsis icon is enclosed in a red rectangular box.

13



In the menu, click **Edit Branch**.

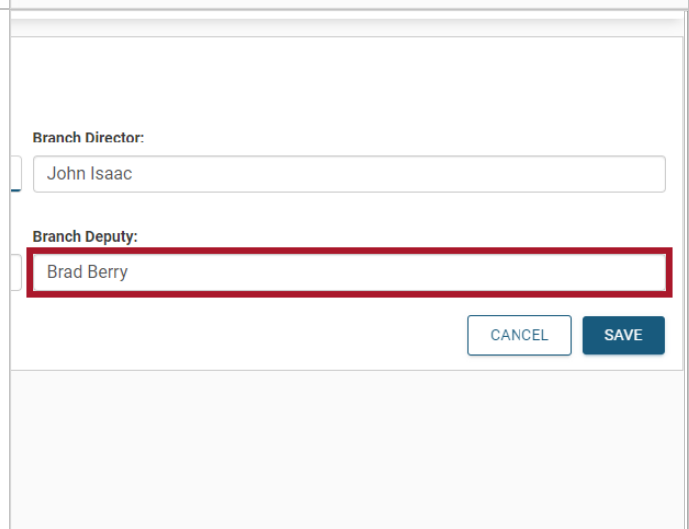


The screenshot shows the same interface as step 12. A dropdown menu is open from the ellipsis icon on the 'Brad Berry' row. The menu contains three options: 'View Divisions', 'Edit Branch' (highlighted with a red box), and 'Delete'.

14



Enter or edit the information.



The screenshot shows the 'Edit Branch' form. It has two text input fields: 'Branch Director' (containing 'John Isaac') and 'Branch Deputy' (containing 'Brad Berry'). The 'Branch Deputy' field is highlighted with a red box. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

15



Click **Save**.

Branch Director:

John Isaac

Branch Deputy:

Michael Davidson

CANCEL

SAVE

16



When you are ready, click **< Return**.

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Incident Action Plan (Template) ✕



BRANCH DETAILS
DAILY OPERATIONS

< RETURN

Branch Name

Branch Director

Operations

John Isaac

17



To add an attachment to the IAP, below the list of forms, click **+ Add**.

N)

...

N)

...

N)

...

N)

...

N)

...

N)

...

+ ADD

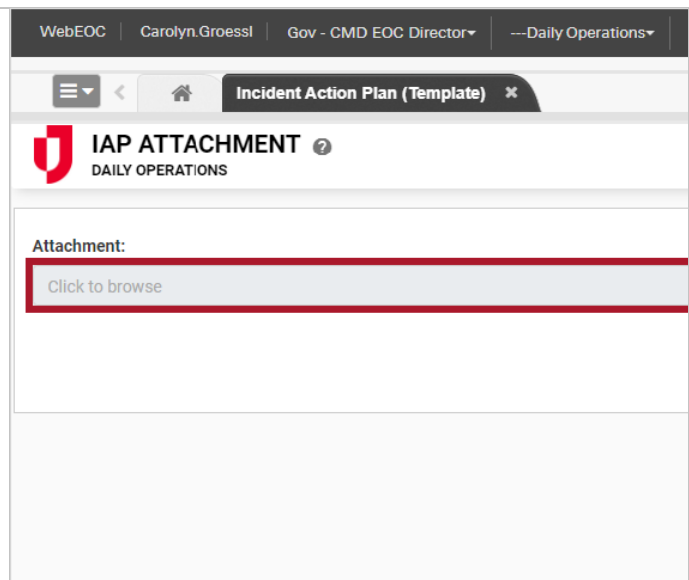
...

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18



Click the **Attachment** field and use your browser navigation window to locate and select a file.



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Incident Action Plan (Template) ✕

IAP ATTACHMENT ?
DAILY OPERATIONS

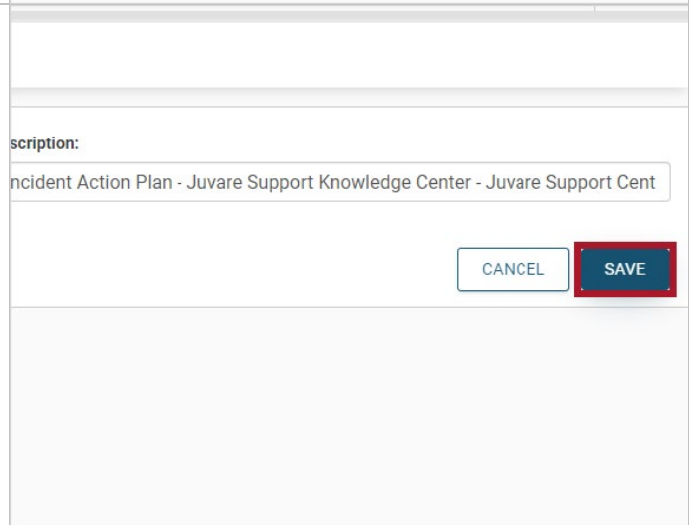
Attachment:

Click to browse

19



Click **Save**.



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Incident Action Plan (Template) ✕

INCIDENT ACTION PLAN – TORNADO TEMPLATE
DAILY OPERATIONS

Description:

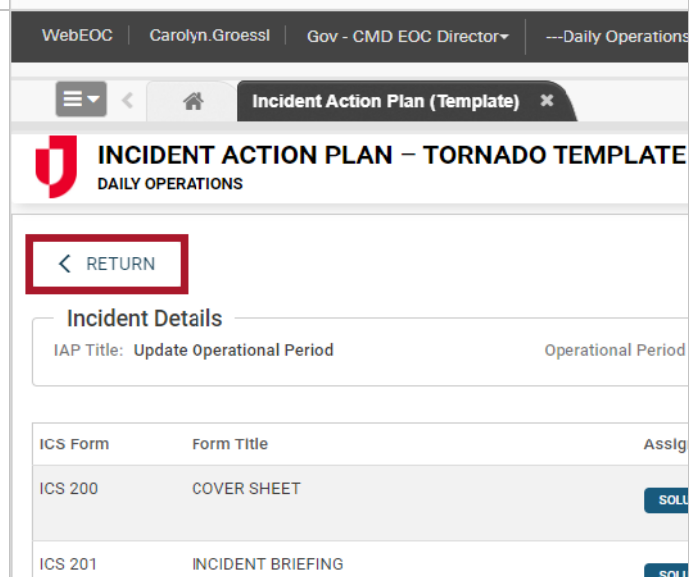
Incident Action Plan - Juvare Support Knowledge Center - Juvare Support Cent

CANCEL SAVE

20



When you are ready, click **< Return**.



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Incident Action Plan (Template) ✕

INCIDENT ACTION PLAN – TORNADO TEMPLATE
DAILY OPERATIONS

< RETURN

Incident Details

IAP Title: Update Operational Period Operational Period

ICS Form	Form Title	Assign
ICS 200	COVER SHEET	SOLL
ICS 201	INCIDENT BRIEFING	SOLL

22



To publish the template to working status, locate the template and, on that row, click the ellipsis icon.

CREATE TEMPLATE + SEARCH 🔍 ...	
Last Updated ▾	
07/11/2022 14:50:34	...
07/08/2022 11:41:24	...
06/30/2022 09:15:46	...
06/23/2022 11:41:40	...
05/26/2022 11:59:08	...
05/25/2022 10:34:21	...
05/05/2022 14:27:27	...
03/24/2022 11:22:54	...
03/24/2022 05:24:44	...

22



In the menu, click **Send to Working**.

Last Updated ▾	
07/11/2022 14:50:34	...
07/08/2022 11:41:24	...
06/30/2022 09:15:46	...
06/23/2022 11:41:40	...
05/26/2022 11:59:08	...
05/25/2022 10:34:21	...
05/05/2022 14:27:27	...
03/24/2022 11:22:54	...
03/24/2022 05:24:44	...
03/23/2022 12:10:34	...
03/23/2022 12:10:16	...
03/23/2022 11:48:13	...

- View IAP
- Forms List
- Send to Working**
- Delete IAP

23



As appropriate, update the **IAP Working Title**.

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Incident Action Plan (Template)

SEND TO IAP WORKING DAILY OPERATIONS

IAP Working Title

Tornado Template

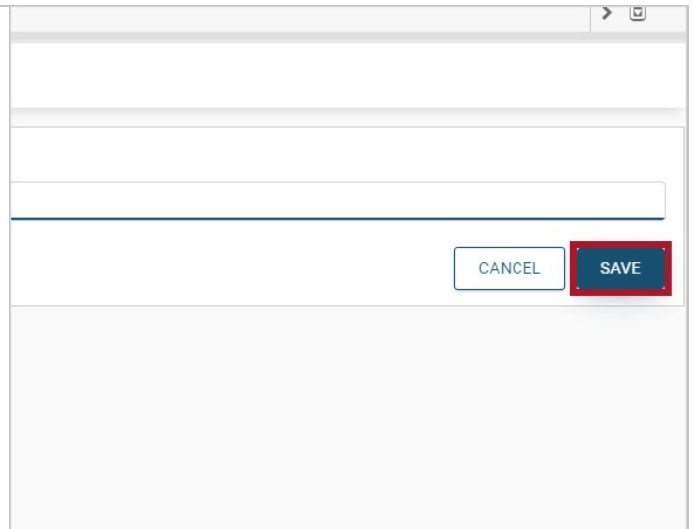
CANCEL

Page 1 of 1 Disable Refresh? ©2022 ESI Acquisition, Inc.

24



Click **Save**.

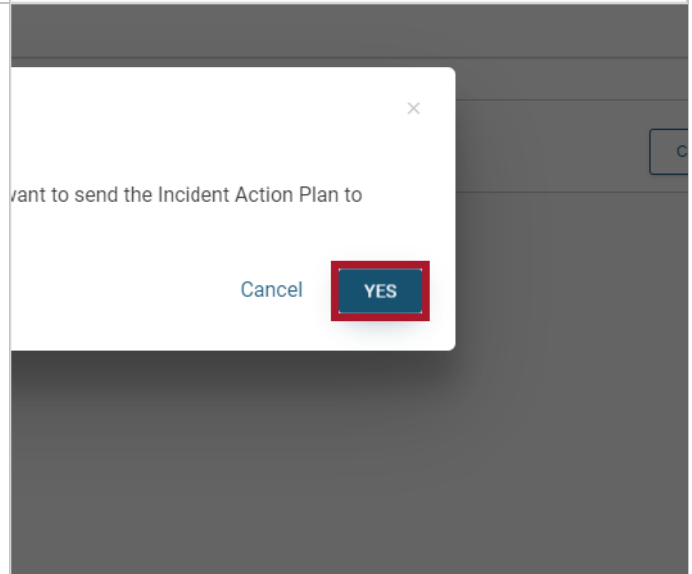


A screenshot of a web form. At the bottom right, there are two buttons: a light blue 'CANCEL' button and a dark blue 'SAVE' button. The 'SAVE' button is highlighted with a red rectangular box.

25



To confirm your choice, click **Yes**.



A screenshot of a confirmation dialog box. The dialog box is white with a close button (X) in the top right corner. It contains the text 'want to send the Incident Action Plan to' and two buttons at the bottom: a light blue 'Cancel' button and a dark blue 'YES' button. The 'YES' button is highlighted with a red rectangular box.