

Illinois Emergency Management Agency

South Dirksen Parkway
Springfield, Illinois

WebEOC

Position Log User guide

Position Log

A guide to information sharing by position

The Position Log is used to enter and share information during an incident. The logs are designed to allow this information sharing within the position itself, among those who may share coverage periods during an incident, as well as beyond the position to the SRIC, Area Commands or even suggest the item for inclusion in a subsequent Situation Report. Each position will use the position log to keep others in the same position informed of activities that occur while they are not actively on duty. As a liaison, logging activities will most likely be the most frequently recurring activity during an event.

The Position Log is provided as one of the SIRC Boards.

To access the Position Log:

Action	Result
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1. Access the WebEOC Control Panel.

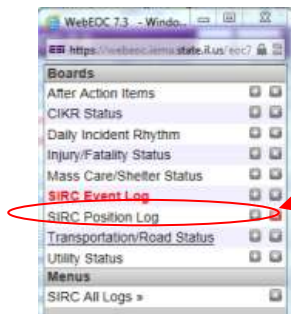
2. Select the SIRC Boards link from the Boards section.

The SIRC Boards window appears.




3. Click the SIRC Position Log from the Boards section.


The SIRC Position Log view appears, displaying existing position log entries, sorted in date descending order.



Create an entry in the SIRC Position Log:

Action	Result
<p>1. Access the Position Log as described above.</p>	
<p>2. Select the New Entry button in the upper right corner of the Position Log view.</p>	<p>A blank position log entry form appears. <i>Note in this example the position log is the SIRC LIA IDOTH position.</i></p>
	
<p>3. Confirm the information pre-populated by the system: the Originator, the Originated By and Date.</p>	
<p>4. Select an Event Type</p>	<p>The options available in the Event Type list may vary by position. In addition, certain options will display a unique set of detail entry fields. See the individual details by event type below.</p>
<p>5. Indicate the desired audience(s).</p>	<p>By default, all entries will appear in the Position Log. In addition, you may select to post the entry to the SIRC Event Log, any of the Area Command logs or to the Situation Report board where it may be included in the next situation report. For more information, see <i>About Position Log Entries</i>, page 4.</p>
<p>6. Complete the log entry details.</p>	
<p>7. Attach any related information.</p>	<p>You may attach any electronic file, such as photos, PDF documents, maps, Excel files, etc.</p>
<p>8. Click Save to store the position log entry.</p>	

About Position Log Entries



The screenshot displays a web interface for a "Resource/Task Test 2011-09-27" titled "SIRC LIA IDOTH Position Log". It features the IEMA logo on the left and an "EMAP Accredited" seal on the right. Below the title are "Save" and "Cancel" buttons. The main form area includes fields for "Originator" (SIRC LIA IDOTH), "Originated By" (Fristone, Fred (IEMA)), and "on" (2011-10-04 21:23:15). A "Delete" button is next to the originator field. The "Event Type" is set to "General Message". The "Audience" section has checkboxes for "SIRC Event Log", "AC 1", "AC 2", "AC 3", and "SITREP".

By default, entries in the position log are visible only in the position log itself, visible to others sharing the same position within the same incident. However, you may also share log entries with other groups by selecting additional audience options. These options include:

- **SIRC Event Log** posts the entry to the log visible to all SIRC positions.
- **AC1, AC2** or **AC3** will post the entry to the respective Area Command Log, making it visible to anyone with rights to the AC logs.
- **SIT REP** posts the entry to the incident's Situation Report log.

Note that, regardless of where the item is displayed, updates to the entry will be permitted in the form of comments appended to it. For more information, see *Updating a Log Entry*, page 7.

Log Entry Details

For any given position log entry, a basic log entry details section will be available for the entry of information to be shared with others in the same position. In addition, for select event types (listed below), additional sections may appear for entry of details specific to that event type.

LOG ENTRY DETAILS			
Subject:	<input type="text"/>		
Details:	<input type="text"/>		
Attachments:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>
Links: (URL) (Title)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Critical Infrastructure and Key Resources

CRITICAL INFRASTRUCTURE AND KEY RESOURCES			
Facility/Resource:	<input type="text"/>		
Status:	<input type="text"/>		
Street Address:	<input type="text"/>		
County:	<input type="text"/> ▾	City:	<input type="text"/> ▾
Primary IEMA Region:	<input type="text"/> ▾	Secondary IEMA Region:	<input type="text"/> ▾
Full Address:	<input type="text"/>		<input type="button" value="Get Address"/> <input type="button" value="Map It"/>
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>

Injury/Fatality Information

INJURY/FATALITY INFORMATION			
Number of Fatalities:	<input type="text"/>	Number of Injuries:	<input type="text"/>
Street Address:	<input type="text"/>		
County:	<input type="text"/> ▾	City:	<input type="text"/> ▾
Primary IEMA Region:	<input type="text"/> ▾	Secondary IEMA Region:	<input type="text"/> ▾
Full Address:	<input type="text"/>		<input type="button" value="Get Address"/> <input type="button" value="Map It"/>
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>

Mass Care/Shelter Information

MASS CARE/SHELTER INFORMATION			
Street Address:	<input type="text"/>		
County:	<input type="text"/> ▾	City:	<input type="text"/> ▾
Primary IEMA Region:	<input type="text"/> ▾	Secondary IEMA Region:	<input type="text"/> ▾
Full Address:	<input type="text"/>		<input type="button" value="Get Address"/> <input type="button" value="Map It"/>
Latitude:	<input type="text"/>	Longitude:	<input type="text"/>
Name of Facility:	<input type="text"/>		
Status:	<input type="text"/> ▾	Capacity:	<input type="text"/>
Manager:	<input type="text"/>		
Phone Number:	<input type="text"/>	Square Feet:	<input type="text"/>
Generator Status:	<input type="text"/> ▾	Generator Size:	<input type="text"/>
<input type="checkbox"/> Red Cross Shelter	<input type="checkbox"/> Handicap Accessible	<input type="checkbox"/> Pet Shelter Available	<input type="checkbox"/> Meals Served
Daily Population Updates Add Daily Update			
Date/Time	Population	Meals Served	Notes

Transportation Status

TRANSPORTATION STATUS	
Road Affected:	<input type="text"/>
Road Status:	<input type="radio"/> Open <input type="radio"/> Closed
Worst Interstate Condition Report:	<input type="text"/> ▾
Reason for Closure:	<input type="text"/> ▾
Span of Closure:	From/At <input type="text"/>
	To <input type="text"/>
Duration:	<input type="text"/>

Utility Status

UTILITY STATUS			
Service Provider:	<input type="text"/>	Number of Customers Affected:	<input type="text"/>
Geographic Area:	<input type="text"/>		
Outage Start Time:	<input type="text"/> <input type="button" value="⌂"/> <input type="button" value="X"/>	Estimated Restoration Time:	<input type="text"/> <input type="button" value="⌂"/> <input type="button" value="X"/>

Update an entry in the SIRC Position Log

Action	Result
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1. Access the Position Log as described above.

Note that you may also access a posting from the SIRC Event Log, Area Command Logs or Situation Reports, if the entry was shared with those logs when it was created.



2. Click the Subject to open the entry.

By default, the entry opens.



3. Click the Update Form option in the upper right hand corner.

The form fields are enabled for entry of additional information.

If you are logged in **under the same position** which create the log entry, you may update any of the available fields:



If you are logged in **any other position**, you may append comments to the Details field only. All other fields will not allow updates.




LOG ENTRY DETAIL		
Subject	Description of what happened	
Display	[Large text area for comment]	
Original Comment	29.Denial: Post DEMO at 14:27:29 on 11/11/11 - Comment added after audit entry.	
Additional commentary added	[Text area]	
Attachments	[Table of links]	
Link ID	Link Name	Link Type
[]	[]	[]
[]	[]	[]
[]	[]	[]

4. Enter the desired changes.

5. Click the Save button.

The Log Entry form closes and the updated comment is available on the Position Log and any other selected logs, based on the Audience selection.

Delete an entry from the SIRC Position Log

Action	Result
<p>1. Access the Position Log as described above.</p> <p>Note that you may also access a posting from the SIRC Event Log, Area Command Logs or Situation Reports, if the entry was shared with those logs when it was created.</p>	
<p>2. Click the Subject to open the entry.</p>	<p>The entry opens in view mode</p> 
<p>3. Click the Update Form option in the upper right hand corner.</p>	<p>The form fields are enabled for entry of additional information.</p> <p>If you are logged in under the same position which created the log entry originally, the Delete checkbox will be enabled:</p> 
<p>4. Click Save.</p>	<p>The log will be removed from all logs and/or boards to which it was posted.</p>