



# WASHOE COUNTY

## EMERGENCY MANAGEMENT

INTEGRITY COMMUNICATION SERVICE

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### Washoe County WebEOC Policy

#### Background

WebEOC is a web-enabled system that is used by several regional agencies to manage incidents and/or emergencies. It is a database that contains incident records and allows multiple users to have access to real-time information simultaneously.

WebEOC was created with crisis management and public safety officials in mind. The system promotes situational awareness, connecting organizations' data sources into a common operating picture that is configurable and easy to use. WebEOC can be used during the planning, mitigation, response, and recovery phases of any emergency.

This technology is an excellent tool for responders to get work done efficiently and communicate with others involved in the incident. However, the powerful nature of this tool requires that usage be governed by carefully considered guidelines.

The guidelines below shall apply to all individuals given access to the WebEOC MCI and Hospital Evacuation boards, whether full-time, part-time, temporary workers, volunteers, contractors, or other users who may be given such privileges to WebEOC.

#### WebEOC Access

At the discretion of Washoe County Emergency Management and Homeland Security, individuals may be granted access to a specific selection of functions within WebEOC. All individuals given access to the MCI and Hospital Evacuation boards should comply with these guidelines.

#### Training

WebEOC training will be conducted on an annual basis to inform users of access and expected actions and uses. WebEOC users are strongly encouraged to take advantage of all relevant WebEOC training opportunities.

#### Professional Use

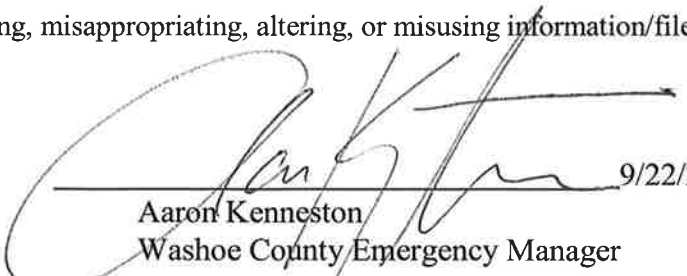
WebEOC users are encouraged to:

- Use access to accomplish job responsibilities/assignments, which may include gathering information about incident-related topics and communicating with other agencies and vendors on incident-related issues.
- Only share incident-related information with appropriate responders. When in doubt, do not share any information/data from WebEOC.

#### Prohibited Use

All individuals given access to WebEOC are expressly forbidden to misuse any privileges in ways that may include, but are not limited to:

- Unlawful activities, violations of the Health Insurance Portability and Accountability Act of 1996 or activities that are malicious.
- Improperly accessing, reading, copying, misappropriating, altering, or misusing information/files entered into WebEOC.

  
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Washoe County Emergency Manager