Logging into WebEOC

A. Go to http://eoc.cityofboston.gov

B. Tier 1 Login Screen
   Account: PEER
   Password: PEER

C. Tier 2 Login Screen
   Jurisdiction: Select “PEER List” from the drop-down list
   User: Select your account name
   Password: Enter your password

D. Tier 3 Login Screen
   Position: Your organization will be automatically selected.
   Incident: Select the current incident.
   (The most recent incident will be selected by default.)

E. Additional Login Information
   Enter your complete contact information as prompted.

Note: Pop-up windows must be enabled
If you see a “logged in” message but no Control Panel, your computer is blocking pop-up windows. Look for the error message below and follow the prompts to select “Always allow pop-ups from this site.”
The Control Panel

Click on the name of the display board to open it and view posted events.

Click on the incident name to view another incident.

Red Text means that there is new information to be viewed.

The Three Display Boards used for PEER:

→ Use the Health Log to post events and to view events posted by all PEER members. Postings will go onto the PEER Log if you select that option.

The Health Log can be filtered to display select postings:

- **All PEER**: displays all events posted by all PEER members
- **Discipline**: displays all events posted by PEER members in the selected discipline (EMS, health centers, hospitals, long-term care, public health)
- **Position**: displays all events posted by your account only.

→ The PEER Log displays selected events posted by PEER members in all five disciplines. This board is **not** monitored by Duty Officer.

→ Regional Significant Events displays significant events posted by everyone logged onto this incident. This includes emergency management, public safety and fire departments. Postings are reviewed and approved to be displayed.
Posting information to the Health Log

Use the Health Log to post events.

Open the Health Log Entry screen by clicking on the “New Record” button in the Health Log Display board.

A. Complete these fields on the screen.
   - Event Type – select from the list.
   - Description – be very specific.
   - Priority – select from the list.
   - Address – enter the complete address of the event.
   - Attachment – use to attach a file from your computer.

B. Select “Regional Significant Events” if this event should be seen by everyone in the system. The posting will be reviewed and approved.

   An event is “significant” if it affects more than one discipline or more than one jurisdiction.

C. Select “Post to PEER” to post the event for all PEER members to view on the PEER Log.

D. Click “Submit” to post the information.

Guidelines for entering information:

- Be concise and specific in your description of the event. Write a brief description including the implications of the event and any initial actions taken. Include numbers when appropriate (e.g. number of people affected).

- The information should be appropriate and polite. Remember that your entries will be seen by many people.

- Do not use jargon or acronyms when entering information. Make sure that everyone knows what you're talking about.
Viewing the Three Display Boards

Each of the display boards works in the same way. The only thing that differs for each screen is the type of events displayed.

- **Health Log**: displays all events posted by PEER members; can be filtered to display events posted by a single discipline or by your account. Also includes a "New Record" button to post a new event, and an "Update Record" button to change an event you posted previously.

- **PEER Log**: displays events posted by PEER members in all five disciplines. This board is **not** monitored by the Duty Officer.

- **Regional Significant Events**: displays significant events posted by everyone logged onto this incident. This includes emergency management, public safety and fire departments.

**Health Log Display ONLY**:
- Click here to post a new event.
- Click here to filter the events displayed.
- Click here to change an event you posted previously.

**Click here to turn off the automatic refresh of your screen.**

**Click here to open files attached to the posting.**

**View the name and organization posting the event.**