INFORMATION SHARING AND RESOURCE REQUESTS DURING STATE EOC (SEOC) ACTIVATIONS

Departments are required to channel information and requests through the SEOC when it is activated.

Reporting and Request System — WebEOC   https://webeoc.dod.hawaii.gov/

WebEOC, an online information management and communication system, is the primary tool used by the state to maintain situational awareness and facilitate coordination among responding entities. Authorized users can view and update incident information and request assistance. All State Emergency Response Team (SERT) members must have WebEOC access and training. Departments are encouraged to have multiple trained users.

Reporting Status and Situational Awareness Information

REPORT NAME	DESCRIPTION	WHO REPORTS AND WHEN
DEPARTMENT SITUATION REPORT	Summary of activities for previous 24 hours	EMOs report daily in WebEOC. Submission time to be shared by SEOC at time of event.
DEPARTMENT ACTIVATION STATUS	Status of agency's DOC and key systems	EMOs immediately report changes in WebEOC.
EVENT LOG ENTRIES	Updates requiring visibility across agencies	EMOs or SESFs report immediately in WebEOC. SEOC must also be notified by phone if immediate visibility/action by officials required.
SESF STATUS BOARDS	Status of services and impacts	SESF reps report as new information becomes available

Reporting Damage

Senior leaders whose agencies have responsibility for or control over public infrastructure are responsible for conducting a damage assessment immediately following an event and reporting event-related damage to the SEOC via WebEOC. This information helps determine the need to request a presidential disaster declaration. Report content should include, but is not limited to:

- ✓ Damage descriptions and dimensions, and cost (if available)
- ✓ If the facility is still usable
- ✓ Possible impact to the community, including essential service disruptions
- ✓ Debris removal requirements
- ✓ Point of contact

Tracking and Reporting Expenses

Senior leaders should direct their administrative staff to track disaster-related expenses for all events. With accompanying documentation, track and be prepared to report on disaster-related expenses. Categories of expenses include, but are not limited to:

- ✓ Overtime wages
- ✓ Emergency contracts
- ✓ Materials/equipment

Expense report tracking is critical because it informs the Governor of the amount of state resources being expended to respond to the event. These expenses may be reimbursable by FEMA or the state's Major Disaster Fund (MDF).

Requesting Information or Resources

State agencies and counties may request support from the SEOC for their incident operations when they do not have the resources needed. Requests are made by submitting a Request for Information (RFI) or a Request for Assistance (RFA) via WebEOC. Departments are responsible for validating the necessity and criticality of the assets prior to submitting. The SEOC will prioritize and assign the appropriate SESF or agency to respond to the request. Updates will be provided to the requestor via WebEOC.