

# WEBEOC REPORTING GUIDANCE

## WHAT TO REPORT TO THE STATE EOC (SEOC)

The [State Emergency Operations Center](#) serves as the central coordination point for the state-level response to emergencies and disasters. For the SEOC to support the county EMAs effectively, it must be aware of events/incidents as they occur. This allows the state to prepare and be ready to provide support when it is requested. In addition, this information allows the IDHS/SEOC to keep key state and federal partners informed as events/incidents develop at the local level.

IDHS requests that all IDHS partners report certain kinds of incidents to the SEOC to facilitate a more effective response and an increased level of protection for the citizens of Indiana.

## THE TYPES OF EVENTS/INCIDENTS THAT ARE OF PARTICULAR INTEREST INCLUDE:

- Status of Local Emergency Management Operations
  - EOC activations or level change
  - Travel status change or update
  - All local disaster declarations
  - Status change for shelters or warming/cooling stations
  - Any resource(s) or team(s) that are or close to being exhausted
- Status of Weather Conditions
  - Any severe weather conditions forming or imminent
  - Any damage caused by severe weather
- Public Safety Incidents
  - Any hazmat or hazardous radiation incident
  - Large fires involving more than one department
  - Unknown substance calls, particularly to schools, government facilities, etc.
  - Any bomb or EOD activity
  - Active shooter incidents
  - Serious injury or death of a public safety personnel
  - Explosions of any kind
  - Structural collapses
  - Search and rescue operations (Amber Alerts/Silver Alerts)
  - Large gatherings planned or unplanned, that may stress your public safety capabilities
- Status of Health Emergencies
  - Hospitals near/at capacity or on diversion
  - Mass casualty/fatality events that exceed local capabilities
- Infrastructure
  - Major water main break which results in widespread outages
  - Gas main breaks/ruptures which results in widespread outages
  - Major electrical power interruptions
  - Industrial accidents



- Status of Transportation Flow
  - Any major impediment to traffic flow within your area
  - Any roadway backups creating chokepoints
  - Any long airport delays or airport closures
  - Any roadway location public safety personnel/vehicles cannot access due to traffic conditions or other factors
  - Train derailments
  - Groups of stranded motorists that require assistance
- Status of Waterway Incidents:
  - Waterway incidents that impede normal operations, cause serious injury or require a state/federal response
  - Dam or levee problems/issues

## INFORMATION MAY BE REPORTED TO THE STATE EOC WATCH DESK BY:

- Posting an entry in WebEOC (for those with access)
- Calling 1-800-669-7362, ext. 1
- Reporting by 800 MHz or 155 MHz radio
- Emailing a message to either [watchdesk@dhs.in.gov](mailto:watchdesk@dhs.in.gov) or [eocmanager@dhs.in.gov](mailto:eocmanager@dhs.in.gov)

The IDHS District Liaisons also are available to assist in making reports to the SEOC.

IDHS appreciates all information that is shared, regardless of how routine or commonplace it may seem.

## IDEALLY, REPORTS TO THE EOC WATCH DESK WOULD FOLLOW THE FOLLOWING FORMAT:

- **WHAT** – A brief description of the incident, including:
  - Threat – The nature of the problem
  - Vulnerability – Why this is a problem?
  - Consequences – The potential impact of this incident
- **WHERE** – The location of the incident
  - Information should be as specific as possible, and should include, if possible: address, city, county, IDHS district and coordinates
- **WHEN** – The time and date that the incident occurred
- **WHO** – The name of the person making the report and the agency he or she works for

**THE STATE EOC IS HERE TO ASSIST YOU IN YOUR  
DISASTER OR EMERGENCY RESPONSE.**