



Use of SharePoint ®

ST. LUCIE COUNTY PUBLIC SAFETY EMERGENCY OPERATIONS CENTER



Use of SharePoint®



- SharePoint serves as a backup to WebEOC®
- SharePoint serves as a situational awareness and resource tracking tool
- SharePoint can only be accessed in the EOC
- SharePoint is used on a daily basis to update plans, contact information, and other documents that serve the EOC staff
- <http://sharepoint.eoc.stlucieco.org/SitePages/Home.aspx>

Arrival Process and Procedures

- EOC activations: Level 3 – Normal, Level 2 – Partial, or Level 1 – Full
- The EOC will alert and notify the EM Team who in turn will notify staff from the Emergency Support Functions (ESF)/Units
- Your EOC role and responsibility is assigned by your Agency director or manager
- You will be given a date and time to arrive for EOC activation. As soon as possible a Battle Rhythm is established – a series of meetings and events.
- Duration of your stay varies based on the scope, size, and complexity of the disaster
- When arriving you must have your driver license and work ID
- Enter at the main front entrance



Use of SharePoint®

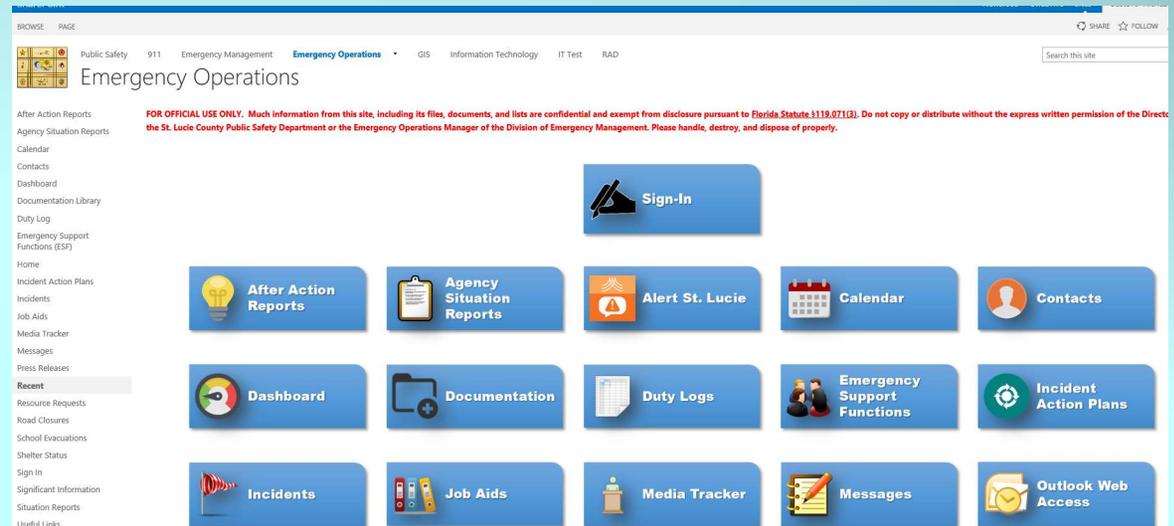


Arrival Process and Procedures

- Sign in at the front desk.
- Report to Emergency Operations Room (Ops Room)
- Review the EOC Activation Manual
- Locate your station
- Obtain briefings from your Primary ESF/Unit; Check for Bulletins; Situation Reports etc.
- Click the SharePoint® link on the desktop
- Go to [Emergency Operations Page](#) and Sign-In

Arrival Process and Procedures – Cont.

- Use all of the following SharePoint® features during the Operational Period
 - Duty Log
 - Agency Situation Report
 - SharePoint Boards (if assigned to you): Road Closures; School Evacuations; Shelter Status
 - Mission – Resource Requests
 - Dashboard
 - Significant Information
 - Messages



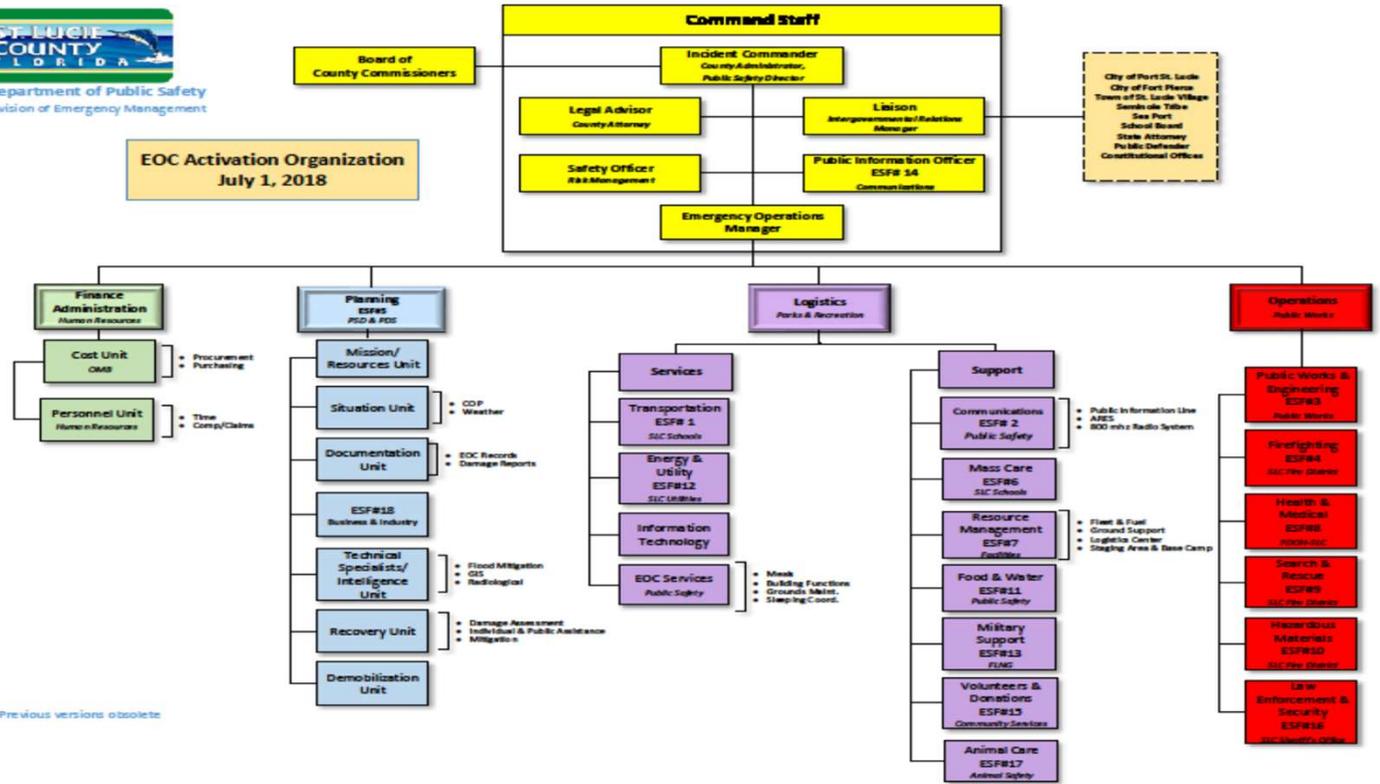
The screenshot displays the SharePoint 'Emergency Operations' dashboard. The top navigation bar includes links for Public Safety, 911, Emergency Management, Emergency Operations (selected), GIS, Information Technology, IT Test, and RAD. A search bar is located in the top right corner. Below the navigation, a warning message states: 'FOR OFFICIAL USE ONLY. Much information from this site, including its files, documents, and lists are confidential and exempt from disclosure pursuant to Florida Statute 119.071(3). Do not copy or distribute without the express written permission of the Director of the St. Lucie County Public Safety Department or the Emergency Operations Manager of the Division of Emergency Management. Please handle, destroy, and dispose of properly.'

The dashboard features a left-hand navigation menu with the following items: After Action Reports, Agency Situation Reports, Calendar, Contacts, Dashboard, Documentation Library, Duty Log, Emergency Support Functions (ESF), Home, Incident Action Plans, Incidents, Job Aids, Media Tracker, Messages, Press Releases, Recent (highlighted), Resource Requests, Road Closures, School Evacuations, Shelter Status, Sign In, Significant Information, Situation Reports, and Useful Links.

The main content area contains a grid of blue buttons for various functions: Sign-In, After Action Reports, Agency Situation Reports, Alert St. Lucie, Calendar, Contacts, Dashboard, Documentation, Duty Logs, Emergency Support Functions, Incident Action Plans, Incidents, Job Aids, Media Tracker, Messages, and Outlook Web Access.



EOC Activation Organization
July 1, 2018





Use of SharePoint®



Review EOC SharePoint Navigation & Functions

SharePoint Newsfeed OneDrive Sites Bobbi Valentino

BROWSE PAGE SHARE FOLLOW

Public Safety 911 Emergency Management Emergency Operations GIS Information Technology IT Test RAD EDIT LINKS Search this site

Public Safety

Announcements
Calendar
Documents
Home
Links
Recent
Drop Off Library
Site Contents
EDIT LINKS

St. Lucie County Public Safety

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Calendar

July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Announcements

+ new announcement or edit this list

Title Modified

There are no items to show in this view of the "Announcements" list.

Emergency Operations

Emergency Management Division

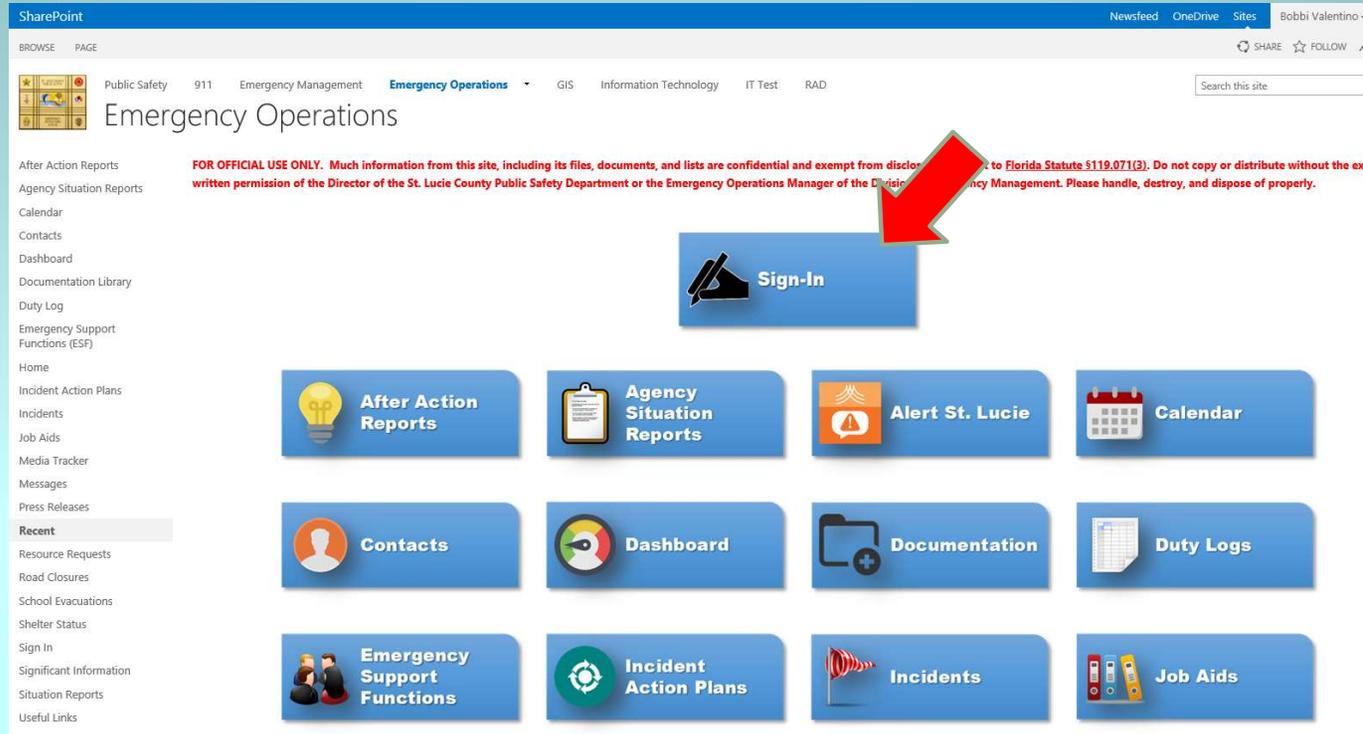
Radiological Division

911

Information Technology

Project Management Portal

Sign-In



The screenshot shows a SharePoint site titled "Emergency Operations". The top navigation bar includes "Public Safety", "911", "Emergency Management", "Emergency Operations", "GIS", "Information Technology", "IT Test", and "RAD". A search bar is located on the right. A red arrow points to a blue "Sign-In" button in the center of the page. Below the button is a grid of 12 blue tiles, each with an icon and a label: "After Action Reports", "Agency Situation Reports", "Alert St. Lucie", "Calendar", "Contacts", "Dashboard", "Documentation", "Duty Logs", "Emergency Support Functions", "Incident Action Plans", "Incidents", and "Job Aids". A left-hand navigation menu lists various site sections, with "Recent" highlighted. A disclaimer is visible at the top of the main content area.

SharePoint Newsfeed OneDrive Sites Bobbi Valentino

BROWSE PAGE

Public Safety 911 Emergency Management **Emergency Operations** GIS Information Technology IT Test RAD

Emergency Operations

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Sign-In

After Action Reports
Agency Situation Reports
Calendar
Contacts
Dashboard
Documentation Library
Duty Log
Emergency Support Functions (ESF)
Home
Incident Action Plans
Incidents
Job Aids
Media Tracker
Messages
Press Releases
Recent
Resource Requests
Road Closures
School Evacuations
Shelter Status
Sign In
Significant Information
Situation Reports
Useful Links

After Action Reports
Agency Situation Reports
Alert St. Lucie
Calendar
Contacts
Dashboard
Documentation
Duty Logs
Emergency Support Functions
Incident Action Plans
Incidents
Job Aids

Sign-In

The screenshot shows the SharePoint interface for the Emergency Operations site. The top navigation bar includes 'SharePoint', 'Newsfeed', 'OneDrive', 'Sites', and the user name 'Bobbi Valentino'. Below this, there are links for 'Public Safety', '911', 'Emergency Management', 'Emergency Operations' (selected), 'GIS', 'Information Technology', 'IT Test', and 'RAD'. A search box is located on the right side of the navigation bar.

The main content area features a large blue 'Sign-In' button with a red arrow pointing to it. Below the sign-in button is a grid of 12 blue buttons, each with an icon and a label:

- After Action Reports
- Agency Situation Reports
- Alert St. Lucie
- Calendar
- Contacts
- Dashboard
- Documentation
- Duty Logs
- Emergency Support Functions
- Incident Action Plans
- Incidents
- Job Aids

On the left side of the page, there is a vertical navigation menu with the following items: After Action Reports, Agency Situation Reports, Calendar, Contacts, Dashboard, Documentation Library, Duty Log, Emergency Support Functions (ESF), Home, Incident Action Plans, Incidents, Job Aids, Media Tracker, Messages, Press Releases, Recent (highlighted), Resource Requests, Road Closures, School Evacuations, Shelter Status, Sign In, Significant Information, Situation Reports, and Useful Links.

A red banner with white text is positioned above the 'Sign-In' button, containing a disclaimer: "FOR OFFICIAL USE ONLY. Much information from this site, including its files, documents, and lists are confidential and exempt from disclosure under Florida Statute §119.071(3). Do not copy or distribute without the express written permission of the Director of the St. Lucie County Public Safety Department or the Emergency Operations Manager of the Division of Emergency Management. Please handle, destroy, and dispose of properly."

Sign-In

SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

After Action Reports	Last Name *	<input type="text"/>
Agency Situation Reports	First Name	<input type="text"/>
Calendar	Position *	<input type="text"/>
Contacts	Agency	<input type="text"/>
Dashboard	Email	<input type="text"/>
Documentation Library	Phone	<input type="text"/>
Duty Log	Related Incident *	MRR Training July 27, 2017
Emergency Support Functions (ESF)		
Home		
Incident Action Plans		
Incidents		
Job Aids		
Media Tracker		
Messages		
Press Releases		

Save Cancel



Mission Resource Request (MRR)

Public Safety 911 Emergency Management **Emergency Operations** GIS Information Technology IT Test RAD

Emergency Operations

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- Alter Action Reports
- Agency Situation Reports
- Calendar
- Contacts
- Dashboard
- Documentation Library
- Duty Log
- Emergency Support Functions (ESF)
- Home
- Incident Action Plans
- Incidents
- Job Aids
- Media Tracker
- Messages
- Press Releases
- Recent**
- Resource Requests
- Road Closures
- School Evacuations
- Shelter Status
- Sign In
- Significant Information
- Situation Reports
- Useful Links

EDIT LINKS

Sign-In

After Action Reports

Agency Situation Reports

Alert St. Lucie

Calendar

Contacts

Dashboard

Documentation

Duty Logs

Emergency Support Functions

Incident Action Plans

Incidents

Job Aids

Media Tracker

Messages

Outlook Web Access

Press Releases

Resource Requests

Road Closures

School Evacuations

Shelter Status

Significant Information

Situation Reports

User

Mission Resource Request (MRR)

Public Safety 911 Emergency Management **Emergency Operations** GIS Information Technology IT Test RAD

Emergency Operations

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Sign-In

After Action Reports **Agency Situation Reports** **Alert St. Lucie** **Calendar** **Contacts** **Dashboard**

Documentation **Duty Logs** **Emergency Support Functions** **Incident Action Plans** **Incidents** **Job Aids**

Media Tracker **Messages** **Outlook Web Access** **Press Releases** **Resource Requests** **Road Closures**

School Evacuations **Shelter Status** **Significant Information** **Situation Reports** **Useful Links**



EMERGENCY MANAGEMENT MISSION/RESOURCE REQUEST

