

Idaho Bureau of Homeland Security

Emergency Operation Planning Template (EOPT) User Guide



EOPT Basics

The screenshot shows the EOPT web application interface. At the top left, the text 'Emergency Operations Planning Template' is visible. Below it, a 'Welcome' message for 'Idaho' is shown. A navigation menu on the left lists various plans under categories like 'People and Groups', 'Idaho Northern EOPs', and 'Idaho North Central EOPs'. A 'Quick Launch Bar' at the bottom of the page lists documents in progress. On the right, there are sections for 'Idaho Bureau of Homeland Security', 'EOPT Documentation', and 'Idaho Resources'. Red boxes with numbers 1 through 4 highlight specific features: 1 points to the Quick Launch Bar, 2 points to the 'Change Password' link, 3 points to the 'Sign Out' link, and 4 points to the 'EOPT User Guide' and 'Video Tutorials' links.

1. Quick Launch Bar: All the plans are filed here.
2. Change password: Click here to change your password.
3. Sign out: Click here to sign out of EOPT.
4. Resources: You will find an EOPT User Guide and video tutorials here.

In Progress		Purpose, Scope, Situation and Assumptions	Sample Text	NIMS Coach	Planning Coach
In Progress		Concept of Operations	Sample Text	NIMS Coach	Planning Coach
In Progress		Organization and Assignment of Responsibilities	Sample Text	NIMS Coach	Planning Coach

Sample Text: Provides sample text from Emergency Operation Plans (EOPs) around the country.

NIMS Coach: National Incident Management System (NIMS) guidance to help ensure the EOP meets NIMS planning requirements.

Planning Coach: Provides an overview and tips for planning and writing each section of the EOP.

Tip: If someone else has the document checked out you will see a green arrow on the document icon. You will not be allowed to edit the document until it has been checked back in.

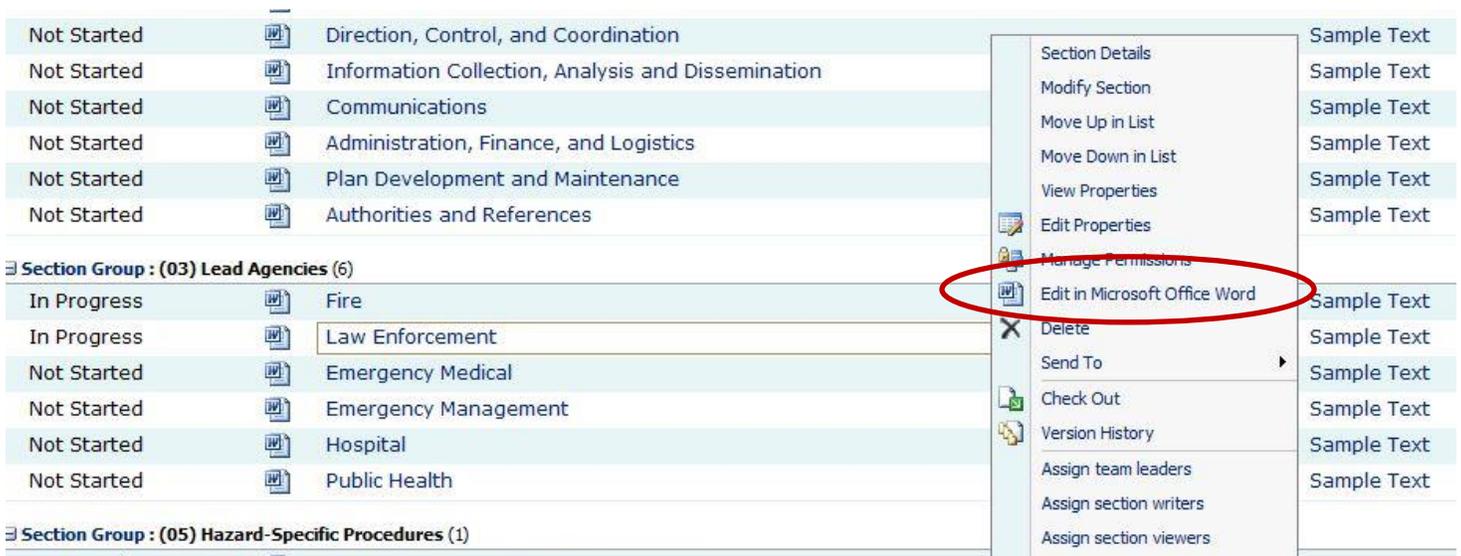
Not Started



IA-CyberST

Edit a Document in EOPT

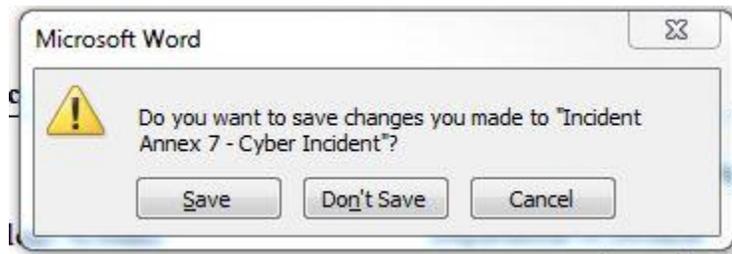
1. Click edit in Microsoft Word in the hidden menu to the right of the document name.



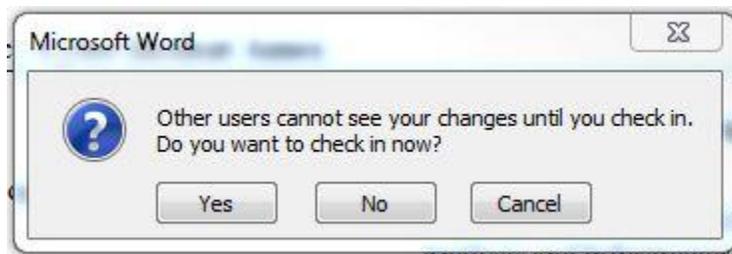
2. You will be asked to enter your username and password again when you open Word.
3. Make any necessary changes.
4. When your editing is complete go to file and close the document. This option might look different depending on what version of Word you are using.



5. You will be prompted to save the document – click save.



6. You will be prompted to check the document back in – click yes.



7. You will be prompted to make comments on your version of the document. Be sure to describe what changes you made to the document so it is easy to track in the version history - click ok.



Tracking Changes in EOPT

1. You can track the changes made to the document through the version history.
2. Click Version History in the hidden menu to the right of the document name.

The screenshot shows a document interface with a table of sections on the left and a context menu on the right. The table lists sections with their status and titles. The context menu is open, and the 'Version History' option is circled in red.

Status	Section Title
Not Started	Direction, Control, and Coordination
Not Started	Information Collection, Analysis and Dissemination
Not Started	Communications
Not Started	Administration, Finance, and Logistics
Not Started	Plan Development and Maintenance
Not Started	Authorities and References
Section Group : (03) Lead Agencies (6)	
In Progress	Fire
In Progress	Law Enforcement
Not Started	Emergency Medical
Not Started	Emergency Management
Not Started	Hospital
Not Started	Public Health
Section Group : (05) Hazard-Specific Procedures (1)	
Approved	ALIEN INVASION PREPAREDNESS FAQs

- Section Details
- Modify Section
- Move Up in List
- Move Down in List
- View Properties
- Edit Properties
- Manage Permissions
- Edit in Microsoft Office Word
- Delete
- Send To
- Check Out
- Version History**
- Assign team leaders
- Assign section writers
- Assign section viewers
- Request section approval
- Approve section
- Reject section
- Reset Status
- Toggle NIMS
- Alert Me

3. You can view what changes have been made, by whom, and restore the document to an older version if necessary.

The screenshot shows a 'Delete All Versions' dialog box with a table of document versions. The 'Restore' button for version 1.0 is circled in red.

No. ↓	Modified	Modified By
3.0	1/17/2013 1:44 PM	Autumn Roberts
2.0	1/17/2013 1:34 PM	Autumn Roberts
1.0	1/10/2013 12:23 PM	System Account

Section Status: In Progress

View, Restore, Delete

Section: 3
Category Order: 2
Section Order: 2
Section Status: Not Started
Section Group: (03) Lead Agencies
Title: Law Enforcement
NIMS Consistent: No
Approval: --Section added on 1/10/2013

Comments:
Planning Coach: Planning Coach
Sample Text: Sample Text
docID: 64
Content Type: Section
Header Line 1: Autumn
Header Line 2: Law Enforcement
Add Page Numbers: Yes
Reset Page Numbers: Yes
(more...)

Creating an Alert

1. You can create an alert on any document. This alert will notify you each time the document is edited.
2. Click Alert Me in the hidden menu to the right of the document name.

Not Started		Introduction, Promulgation, Acceptance, and Table of Contents	
In Progress		Section 1 - Planning Process	
Not Started		Section 2 - Blaine County Description	
Not Started		Section 3 - Public Involvement	
In Progress		Section 4 - Risk Assessment	
Not Started		Section 5 - Land Use Planning, Disaster Mitigation Integration	
In Progress		Section 6 - Implementation Roadmap	
Not Started		Attachments	

- Section Details
- Modify Section
- View Properties
- Edit Properties
- View in Browser
- Edit in Browser
- Edit in Microsoft Word
- Check Out
- Version History
- Request section approval
- Alert Me**
- Send To

3. Fill out when and where you would like to be notified – click ok.

Blaine County All Hazard Mitigation Plan

Users:

Send me alerts by:
 E-mail
 Text Message (SMS)
 Send URL in text message (SMS)

Send me an alert when:
 Anything changes
 Someone else changes a document
 Someone else changes a document created by me
 Someone else changes a document last modified by me

Send notification immediately
 Send a daily summary
 Send a weekly summary

Time:

Permissions in EOPT

Your permissions in EOPT decide what plans you are able to view or edit. The County Coordinator has the authority to grant permission levels beyond viewer. The following permission levels define what access each permission level has.

Account Manager (BHS):

- Approve user accounts
- Designate plan managers
- Has full control over the State of Idaho account

Plan Manager (County Coordinators):

- Assign team leaders to plan sections
- Assign plan writers to plan sections
- Review/approve plans
- Has full control over the individual plan

Team Leader (Planning Leads):

- Assign planners to plan sections
- Write specified plan sections
- Review/submit approval requests to plan manager

Plan Writer (Planning participants):

- Write specified plan sections
- Submit approval requests to team leaders
- Contributes to individual plan sections

Viewer (EOPT participants):

- Read plans/plan sections
- Can view plans loaded into EOPT

Note: EOPT is a closed system and is restricted to users identified by state and local jurisdictions. Only participants authorized by the County Coordinator will have the ability to edit plans.

Further Questions or Issues with EOPT

If you have questions about EOPT, need additional permissions, or would like additional training, please contact:

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