Idaho Bureau of Homeland Security

Emergency Operation Planning Template (EOPT) User Guide

EOPT Basics

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.

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.
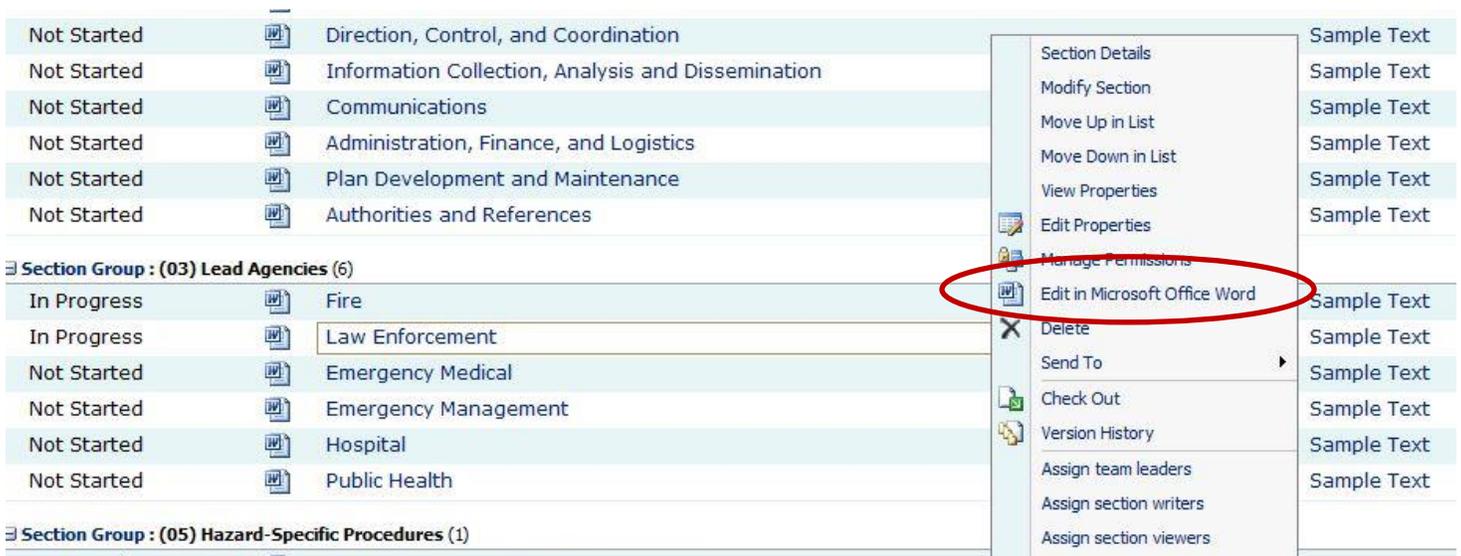
Edit a Document in EOPT

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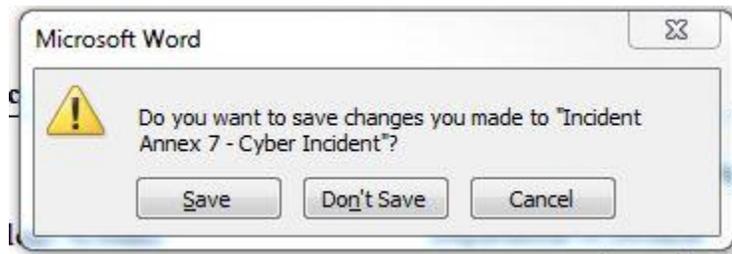
6. You will be prompted to check the document back in – click yes.
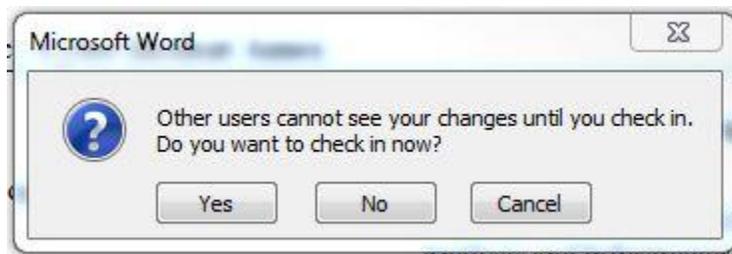
7. You will be prompted to make comments on your version of the document. Be sure to describe what changes you made to the document so it is easy to track in the version history - click ok.

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.

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

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	Section Details
Not Started		Section 2 - Blaine County Description	Modify Section
Not Started		Section 3 - Public Involvement	View Properties
In Progress		Section 4 - Risk Assessment	Edit Properties
Not Started		Section 5 - Land Use Planning, Disaster Mitigation Integration	View in Browser
In Progress		Section 6 - Implementation Roadmap	Edit in Browser
Not Started		Attachments	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:

Autumn Roberts

Send me alerts by:
- ● E-mail   aroberts@bhs.idaho.gov
- ○ 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:
Wednesday ▼ 6:00 PM ▼

OK   Cancel

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:

Teresa Luna
Idaho Bureau of Homeland Security
Office: 208.258-6540
Cell: 208.999-1733
tluna@bhs.idaho.gov