

LINCOLN COUNTY EMERGENCY OPERATIONS CENTER (EOC)

USER GUIDE: BASECAMP FOR MASS CARE & SHELTER WORKGROUP

Revised: 03/08/22



Public Health
Prevent. Promote. Protect.

Lincoln County

OVERVIEW

- Section A – Overview of Basecamp program
- Section B - Setting up my account and changing notifications
- Section C - How do I use Basecamp when the County EOC is activated?
- Section D - How do I add more staff from my agency to Basecamp?
- Section E - Who do I contact if I need help?

SECTION A – BASECAMP OVERVIEW



BASECAMP OVERVIEW

- What is Basecamp?
 - A project management web based software program that Lincoln Co. EOC is using to coordinate internal EOC operations and interactions with our Cooperators
 - Internet based with mobile phone application for both Android and IOS
 - Provides platform to schedule/assign to do items, document storage, message chat to specific groups, calendar for specific projects
 - Allows authorized members to add additional staff quickly and easily
- How will Lincoln Co. use Basecamp to coordinate project planning?
 - Lincoln Co. has divided Basecamp into three sections:
 - Admin Hub
 - Teams – Teams – Specific Focus Areas for County and External Cooperators
 - Projects – Cooperators folder and other projects

COOPERATORS ACCESS AND USE

- Cooperators will be:
 - Given access to – “Mass Care and Shelter Plan – Lincoln County” (unless you have access for other purposes already)
 - Able to DROP OFF and PICK UP documents related to the plan renewal project
 - Able to use the messaging function to have group discussions
 - Able to use the calendar feature to track project deadlines, meetings times, etc.

ADMIN HUB (TOP OF BASECAMP SCREEN)



- Our agency logo and account name

- Each circle represents a person who has access to this area

- Your Avatar (name/photo) is at the top right – you also click here to change your settings

PROJECTS FOLDERS

- Mass Care and Shelter Workgroup

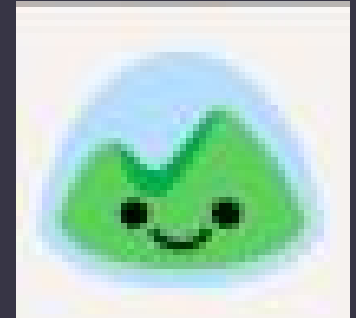
Press **Ctrl+J** to quickly jump to a project or team from anywhere.

The screenshot displays a grid of project and team cards. A purple arrow originates from the text 'Mass Care and Shelter Workgroup' in the list above and points to the corresponding card in the grid. The grid contains 12 cards, each with a title, description, and a row of member avatars. The 'Mass Care and Shelter Work Group' card is highlighted by the arrow and is located in the third row, second column. At the bottom of the grid, there is a link to 'view all projects & teams'.

Project/Team Name	Description	Members
HQ Lincoln County Emergency Operations...	Lincoln County Emergency Management - EOC Operational	AS, BB, CH, CH, CB (+2)
TEAM 01 - EOC/DOC - Forms, Contact Info,...	This is the reference warehouse for EOC/DOC - ICS Forms - E...	AS, CH, CB, DL (+29)
Cooperators - Lincoln Co		AJ, AD, AM, AS, AM (+88)
EOC - NEW ACTIVATION		AS, BB, CH (+21)
TEAM JIC - Call Center COVID19		AL, BB, CC, CC (+40)
JIC - New Activation		AS (+1)
Lincoln CRE22		AB, BK, BN, BT, BF (+53)
TEAM LOGS - ACS Team		HP, ST (+1)
TEAM LOGS - MRC Team		MP, PN (+1)
Mass Care and Shelter Work Group	Mass Care and Shelter Activation Plan and Team Resources	CD, JM, KS (+12)
Natural Hazards Mitigation Plan Ren...	NHMP Plan Review	AB, AD, AM, BW, BS (+37)
TEAM School Planning - COVID-19		AM, AZ, BB, C, FP (+19)

Pinned and recent above – [view all projects & teams](#)

SECTION B –
SETTING UP YOUR
ACCOUNT AND
NOTIFICATIONS



SETTING UP YOUR BASECAMP PROFILE

- 1st You'll receive an invite from Lincoln Co
- Create your user name and password
 - If you have a google account you can use this to access
- Set-up your profile information and notifications
 - Add your picture – this is super helpful so others who are activated can see who you are if you are in another location/room and they may not know you
 - Notifications – – you will want to edit your notifications so they are not too disruptive to your daily workflow

EMAIL FROM BASECAMP/SET-UP

Jenny Demaris invited you to their Basecamp!

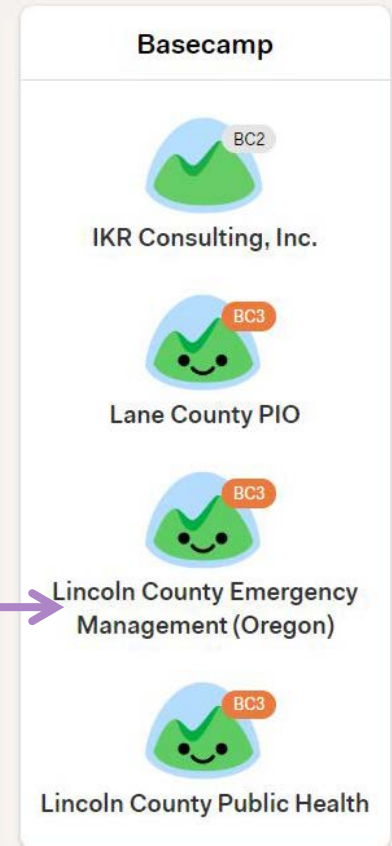
Basecamp is a place that helps everyone stay organized and on the same page. It's really straightforward and easy! To join Jenny, click this button:



Prefer not to participate? You can [decline this invitation](#) and we'll let Jenny know. If you have any questions, just email Jenny or reply to this message.

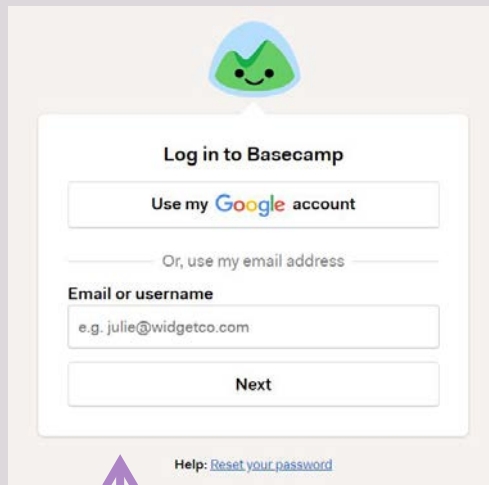
- Initial Basecamp Invite to Cooperators will come from Jenny Demaris
- If you invite more of your staff to have access then the invite will come from your email

- You may have access to more than 1 Basecamp
- Lincoln County Emergency Management (Oregon)

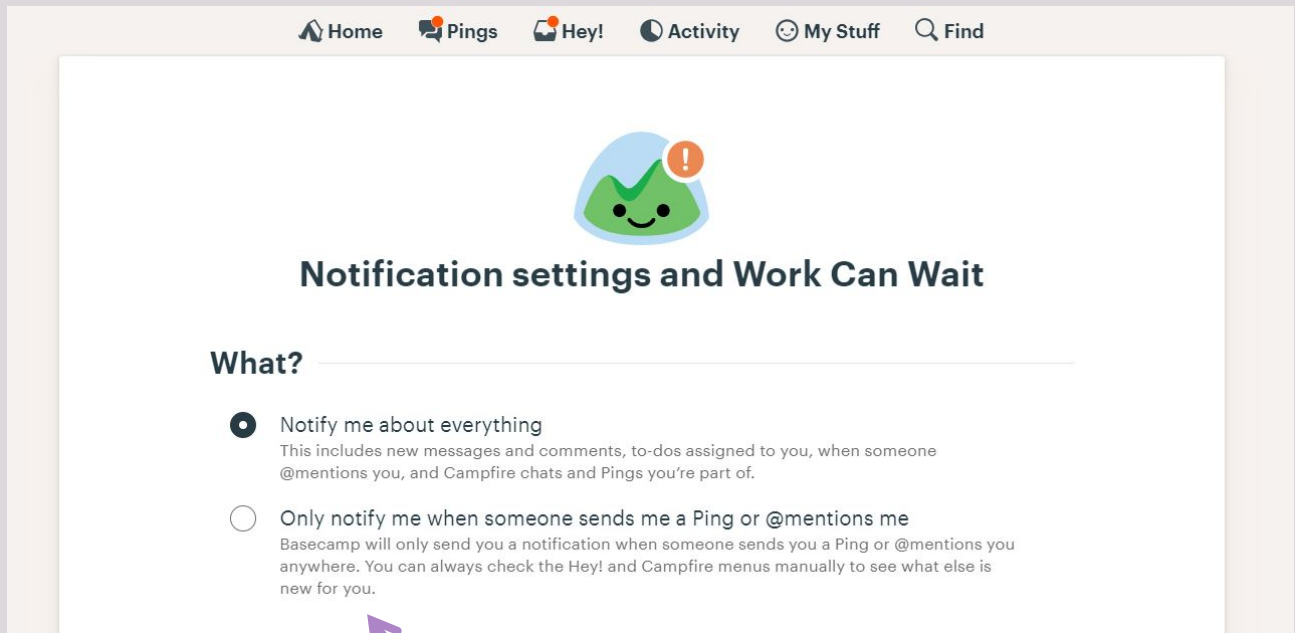


how these are displayed? [Edit your Launchp](#)

LOG IN/SETTINGS



The login form features the Basecamp logo at the top. Below it, the heading "Log in to Basecamp" is followed by a button labeled "Use my Google account". A separator line with the text "Or, use my email address" is below that. The "Email or username" field contains the text "e.g. julie@widgetco.com". A "Next" button is at the bottom of the form. A link for "Help: [Reset your password](#)" is located at the bottom left of the form area.



The notification settings page has a navigation bar with links for Home, Pings, Hey!, Activity, My Stuff, and Find. The Basecamp logo with a red notification bubble is centered at the top. The main heading is "Notification settings and Work Can Wait". Below this is a section titled "What?" with two radio button options. The first option, "Notify me about everything", is selected. The second option is "Only notify me when someone sends me a Ping or @mentions me".

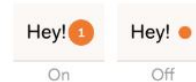
- If you have a Google account you can connect for the same log in

- Consider adjusting your notification settings so you do not receive daily notices

NOTIFICATIONS PAGE 2

How?

- Send me email notifications
Note: To prevent your inbox from overflowing, Basecamp will bundle Pings together if they happen within a few minutes of each other. You won't be emailed if you are actively participating in a Ping or Campfire chat in the Basecamp app or on your computer.
- Pop up notifications on my computer when Basecamp is open
Note: To prevent you from being annoyingly overnotified, you won't get pop-up alerts about a particular message, to-do, or chat if you're looking right at it.
- Show the number of unread items
You'll see counts for each new Ping, Campfire, and Hey! notification when Basecamp is open in your browser.



You can also get notifications/alerts from Basecamp on your phone or tablet. [Download our free app for iOS or Android](#)

When?

- Always! 24/7/365 no matter what.
- Work Can Wait! Only during my work hours...

Save my settings

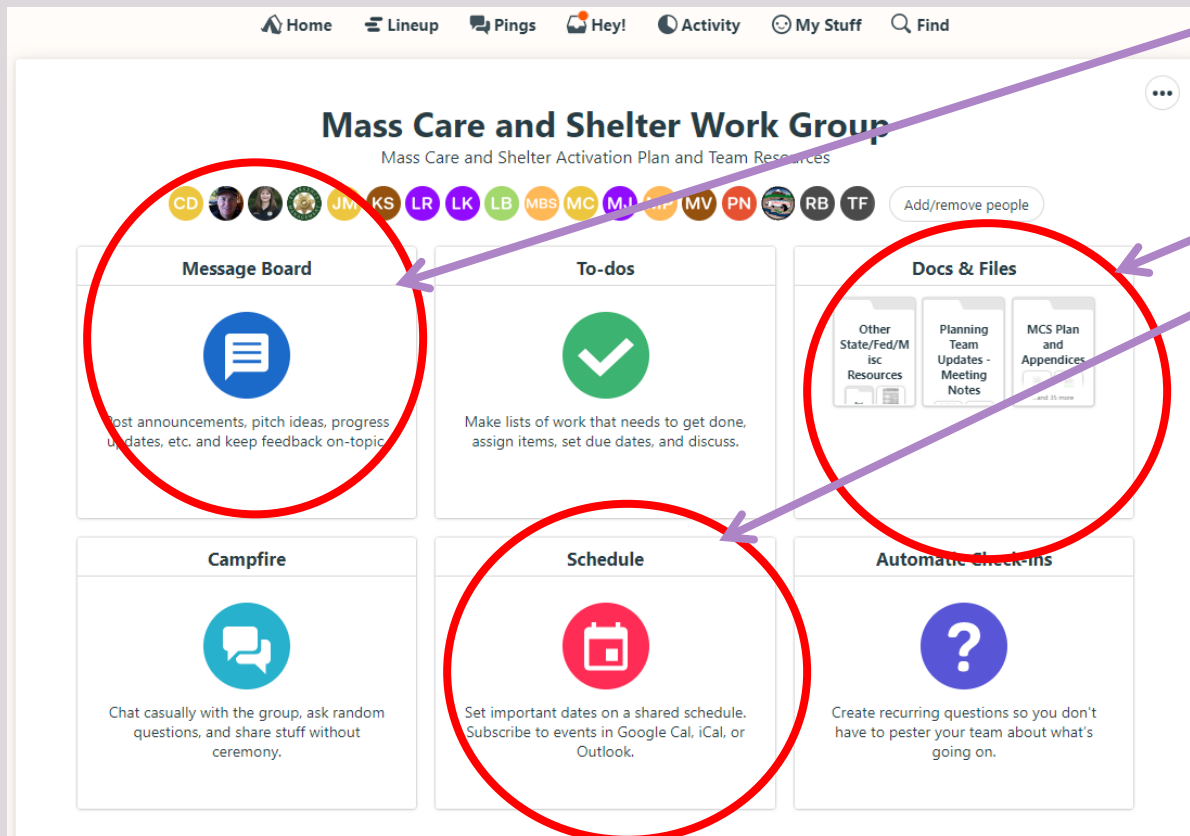
- Additional settings to change for notifications

- You can download the mobile app which is quite easy to use and great to connect when you are away from your desk top

SECTION C – USING BASECAMP



COOPERATORS FOLDER



- The areas the Cooperators will use the most is
 - MESSAGE BOARD
 - DOCS & FILES
 - SCHEDULE

Some of the features in Basecamp are still new to us and we are learning how best to work them towards our advantage

COOPERATORS: MESSAGE BOARD

Cooperators - Lincoln Co



Message Board



Post announcements, pitch ideas, progress updates, etc. and keep feedback on-topic.

Make
get c

ip,
d
ny.

Announcement

None

✓ Announcement

+ FYI

♥ Heartbeat

💡 Pitch

👋 Question

Edit categories...

Types of Messages

Ask a Question!!

Cooperators will be able to have conversations with other Cooperators through the MESSAGE BOARD

Announcement

Cooperators Introduction Message

B I

Welcome to the Lincoln County, Oregon Emergency Operations Center ([EOC](#))
Cooperators interactive platform - [Basecamp](#).

Please let us know if you have any questions or issues utilizing this new platform...we hope this will improve our ability to share information and effectively coordinate response and coordination efforts.

Jenny Demaris,
Lincoln County Emergency Manager
541.265-4199
vdemaris@co.lincoln.or.us

COOPERATORS: DOC'S AND FILES

The screenshot shows a Basecamp interface for a project named "Lincoln County Mass Care and Shelter". At the top, there is a navigation bar with icons for Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. Below this, the project name is displayed. The main section is titled "Docs & Files" and includes a "New..." button on the left and a sorting dropdown set to "Unsorted" on the right. The content is organized into three columns:

- Other State/Fed/Misc Resources:** Contains a "Red Cross" folder and a "CDC shelter tool forms.pdf" document.
- Planning Team Updates - Meeting Notes:** Contains two documents: "12.10.21 - MCSP Kick Off Agenda.pdf" and "08.01.21 - MCSP Worksheet..."
- MCS Plan and Appendices:** Contains two documents: "Lincoln County MCS PI an. 02162022..." and "MCS Decision Making Tool.xlsx".

At the bottom of the third column, it says "...and 35 more".

DROP OFF & PICK UP
Documents

- Basecamp will be the primary way to exchange information with the Team Members
- The latest version of files will be posted here

SECTION D –
ADDING PERSONNEL
FROM YOUR AGENCY

ADDING ADDITIONAL AGENCY REPS

- If there are team members from your agency that need to participate...you can add them to Basecamp yourself.
- County EM will periodically review active members and delete, archive as appropriate with communication to the Agency Lead

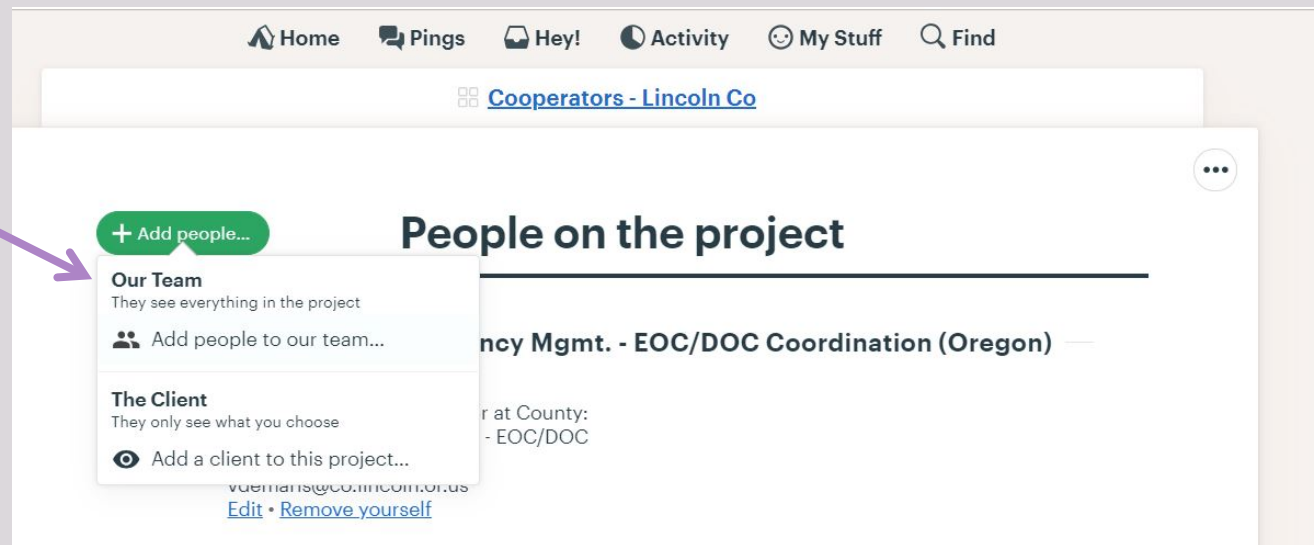
ADDING ADDITIONAL AGENCY REPS



- Select Add/Remove people at the top of your Cooperator Screen



- Select "Our Team"
- Do Not select "THE CLIENT"



ADDING ADDITIONAL AGENCY REPS

- Enter their name, email information
 - Some folks may already be in Basecamp and it should tell you if they are...then you just add them
- You can add more than one person at a time
- You can pick from people who are already in Basecamp
- Include an intro message as to why they are being added

Home Pings Hey! Activity My Stuff Find

Cooperators - Lincoln Co

+ Add people... People on the project

- 1. Who do you want to add?**
 - Name:
 - Email:
 - Title: (optional)
 - Company: (optional)
 - or
- 2. Add a personal note to the invitation email (optional)**
 -
- 3. Preview and send email**
 -

What happens next? Everyone above will be immediately added to the project and have [full access to everything in the project](#). They'll receive an email with instructions to join the project.

SECTION E –
WHO DO I CONTACT FOR
ASSISTANCE?

NEED HELP?

- Contact Jenny Demaris or Jessica Palma and we will walk you through any issues you may be having.
 - One tricky little issue some of us ran in to was the initial user name/password and connecting to Google accounts...have patience and you may have to sign on and off a few times for it to connect
- If you have any feedback for us please let us know as we want to ensure this is an easy transition and an effective tool.

BASECAMP: <https://basecamp.com/>

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