eICS™

Manage the ICS Chart

Overview

In Electronic ICS (eICS), the domain administrator configures plans based on Emergency Management standards, such as HICS or NIMS, or other requirement sets. Based on these standard plan configurations, domain or facility administrators create plans for facilities.

Each facility can have one plan based on each standard, and the facility administrator then customizes each plan to meet the needs of their facility. This may include adding or deleting files and incident response guides. If the domain administrator unlocks the ICS chart for a plan, the facility administrator can modify the chart.

A feature known as the flexible organization chart allows you, as facility administrator, to manage the chart by adding subordinate positions and subgroups, renaming positions, deleting positions, changing position supervisors, and creating a two-level hierarchy within your Labor Pool and Other Contacts to Notify groups.

To Access the ICS Chart

1. Point to **Planning** and click **Plan Summary**. The *Plan Summary* page opens.

2. In the **Summary for** list, select the facility.

3. In the **Plan list**, select the plan with the ICS chart you want to manage.

4. If necessary, on the left, click the arrow to expand the **ICS Chart** and see the hierarchy of positions.

To Add a Subordinate Position

1. On the *Plan Summary* page, locate and select the position you want to edit. Information about the position appears on the right.

2. In the **Chain of Command** drawer, click **Add Subordinates**. The *Add Subordinate Positions* window opens.
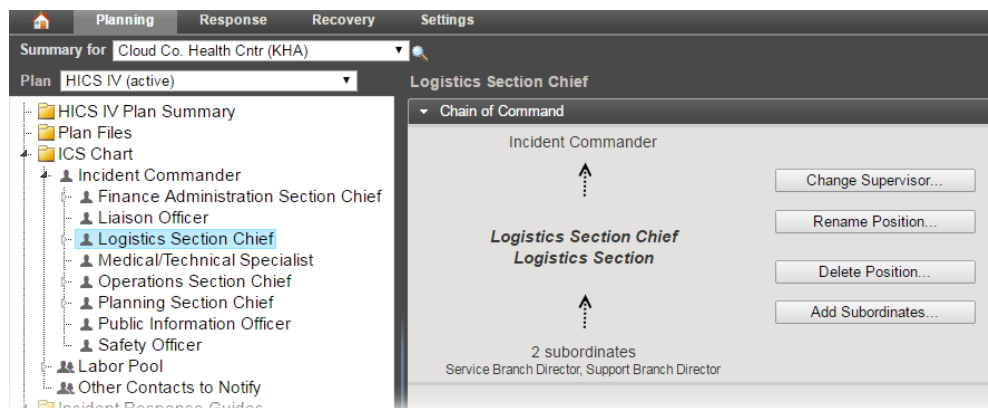
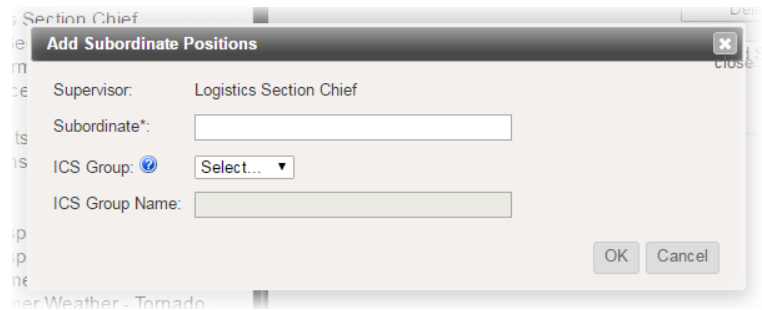## Add a Subordinate Position (continued)

3. For **Subordinate**, type the name of the subordinate position you want to add.

   Tip: Multiple subordinates can be added by separating subordinate names with commas.

4. In the **ICS Group** list, select the group to which this position belongs.

5. For **ICS Group Name**, enter the name of the group.

6. Click **OK**. The position is added to the ICS Chart.
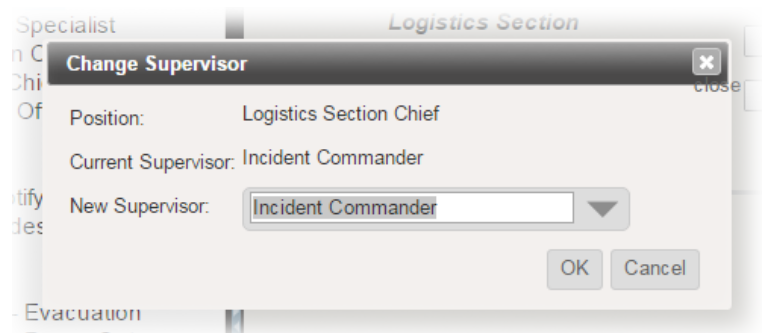
To Change a Position Supervisor

1. On the *Plan Summary* page, locate and select the position you want to edit. Information about the position appears on the right.

   Tip: A supervisor cannot be assigned for the incident commander position.

2. In the **Chain of Command** drawer, click **Change Supervisor**. The *Change Supervisor* window opens.

3. In the **New Supervisor** list, click the name of the position that you want to act as supervisor.

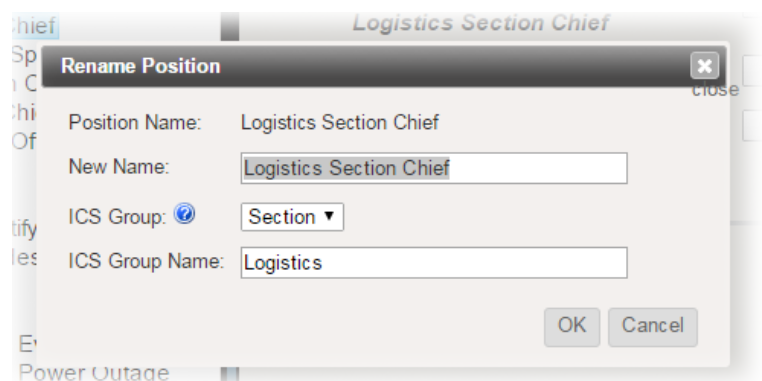4. Click **OK**. The position is relocated on the ICS Chart.

To Rename a Position

1. On the *Plan Summary* page, locate and select the position you want to edit. Information about the position appears on the right.

2. In the **Chain of Command** drawer, click **Rename Position**. The *Rename Position* window opens.

3. For **New Name**, enter the name you want this position to have.

4. In the **ICS Group** list, select the group to which this position belongs.

5. For **ICS Group Name**, enter the name of the group.

6. Click **OK**. The position is renamed and possibly relocated on the ICS Chart.

To Delete a Position

1. On the *Plan Summary* page, locate and select the position you want to edit. Information about the position appears on the right.

Tip: The incident commander position cannot be deleted. If you delete other positions, all subordinate positions and associated files and guides will also be deleted.

2. In the **Chain of Command** drawer, click **Delete Position**. The *Delete Position* window opens.

3. Click **Delete Position**. A *Warning* window opens.

4. Click **Yes**. The position is removed from the ICS Chart.

To Create a Subgroup

1. On the *Plan Summary* page, locate and select the **Labor Pool** or **Other Contacts to Notify** group. Information about the group appears on the right.
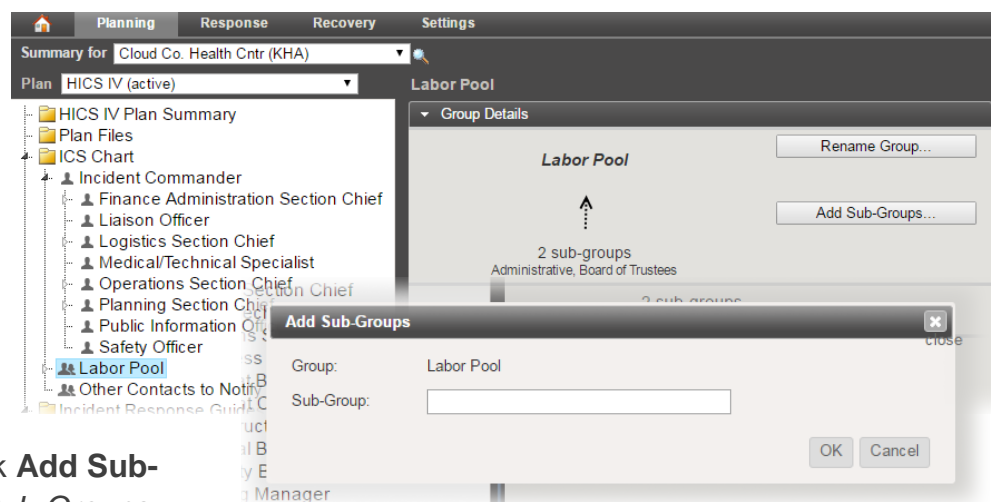
2. In the **Group Details** drawer, click **Add Sub-Groups**. The *Add Sub-Groups* window opens.

3. For **Sub-Group**, enter the name of the group you want to add.

Tip: Multiple groups can be added by separating group names with commas.

4. .Click **OK**. The group is added to the ICS Chart.

> For more information, contact your Client Services Manager or the support desk at 888-735-9559; in the support phone system, press 1 for Client Application Support and then 6 for EMSystems.