

Manage Plan Access

Overview

In Electronic ICS (eICS), the domain administrator configures plans based on Emergency Management standards, such as HICS or NIMS, and then, determines which plans are available and/or locked for the facilities they administer.

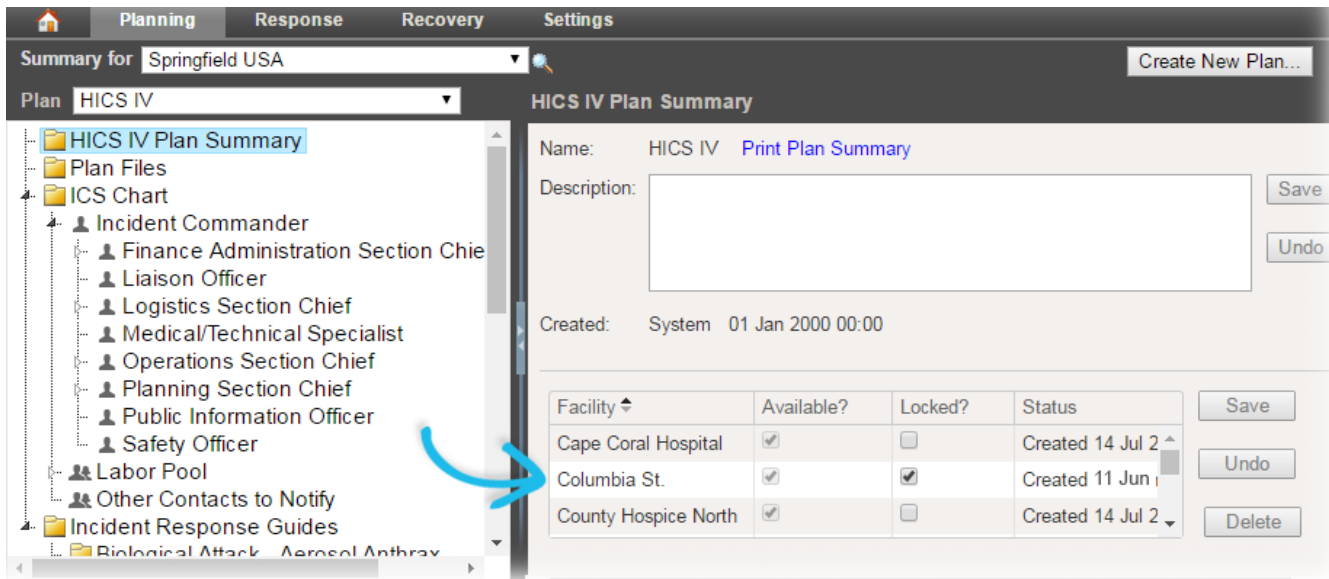
Available plans are copied, by the domain or facility administrator, and edited to meet the needs of the facility. This may include adding or deleting files and incident response guides.

Plans that are locked can still be copied, and all attributes except for the ICS Chart can be edited. This restriction on editing the ICS Chart means the administrator cannot modify the chain of command, rename positions, or create new groups in the labor pool.

To Manage Plan Access

Note: Only the Domain Administrator can perform this procedure.

1. On the *Home* page, point to the **Planning** menu and click **Plan Summary**. The *Plan Summary* page opens.
2. In the **Summary for** list, click the name of the domain.
3. In the **Plan** list, click the name of the plan.



The screenshot displays the 'HICS IV Plan Summary' page in the eICS application. The top navigation bar includes 'Planning', 'Response', 'Recovery', and 'Settings'. The page title is 'Summary for Springfield USA' with a 'Create New Plan...' button. The left sidebar shows a tree view of the plan structure, including 'HICS IV Plan Summary', 'Plan Files', 'ICS Chart', and various roles like 'Incident Commander' and 'Finance Administration Section Chief'. A blue arrow points to the 'ICS Chart' folder. The main content area shows the 'HICS IV Plan Summary' details, including the name, description, and a table of facilities with their availability and lock status.

Facility	Available?	Locked?	Status
Cape Coral Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Created 14 Jul 2
Columbia St.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Created 11 Jun
County Hospice North	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Created 14 Jul 2

4. On the right, locate the name of the facility for which you want to manage plan access.

Manage Plan Access (continued)

5. On that row, to make the plan available, select the **Available?** check box. Or, to deny facility access to the plan, clear the **Available?** check box.
6. Also on that row, to deny editing of the ICS Chart, select the **Locked?** check box. Or to allow editing of the ICS Chart, clear the **Locked?** check box.
7. Click **Save**.

For more information, please 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.