

eICS™ Quick Reference Guide

Create a Plan

Overview

In Electronic ICS (eICS), plans are the definitions, guidelines, and instructions made in preparation for addressing various types of incidents.

Domain and facility administrators can create plans, which is done by copying a plan configuration. By default, one or more plan configurations are available for every facility. Administrators copy the plan configuration and then edit it to create a plan that meets the needs of the facility.

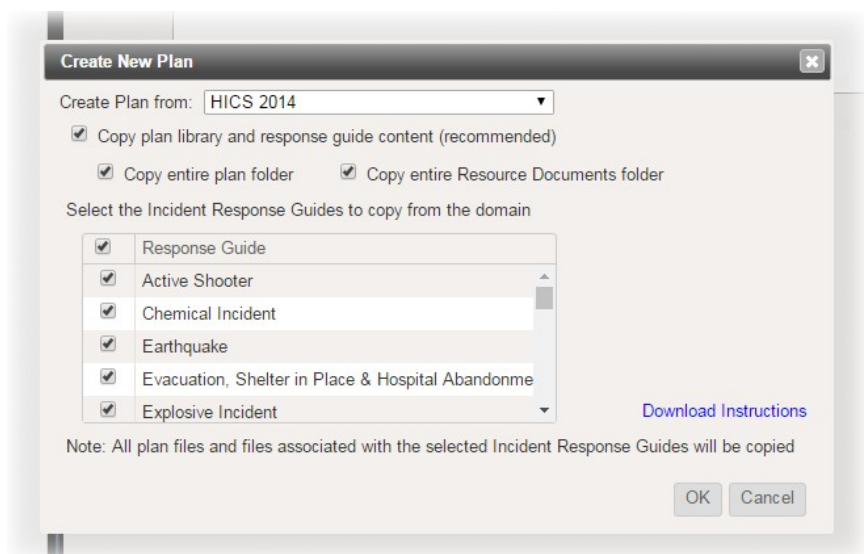
Only one plan can be created from a configuration and only one plan can be active at a time. Additional inactive plans can be created for activation at a later date.

When creating a new plan, the contacts from an existing plan or plan configuration are not automatically copied to the new plan. Therefore, we recommend you copy plan contacts from one plan to another, which is described in a separate procedure below.

To Create a Plan

1. On the *Home* page, point to **Planning** and click **Plan Summary**. The *Plan Summary* page opens.
2. In the **Summary for** list, select the facility for which you want to create a plan.
3. When the facility has loaded, in the upper right, click **Create New Plan**. The *Create New Plan* window opens.
4. In the **Create Plan from** list, select a plan configuration.
5. Clear or select the check box for Copy plan library and response guide content.

***Tip:** It is recommended that you copy the plan library and response guide contents so that you do not have to start from scratch when you customize the plan.*



Create a Plan (continued)

6. If you selected to copy the plan library and guides, you can choose to:
 - a. Clear or select the check box for **Copy entire plan folder**.
 - b. Clear or select the check box for **Copy entire Resource Documents folder**.
 - c. Select the check boxes for the incident response guides you want to include.
7. Click **OK**. The new plan opens, and you can edit plan details as needed.

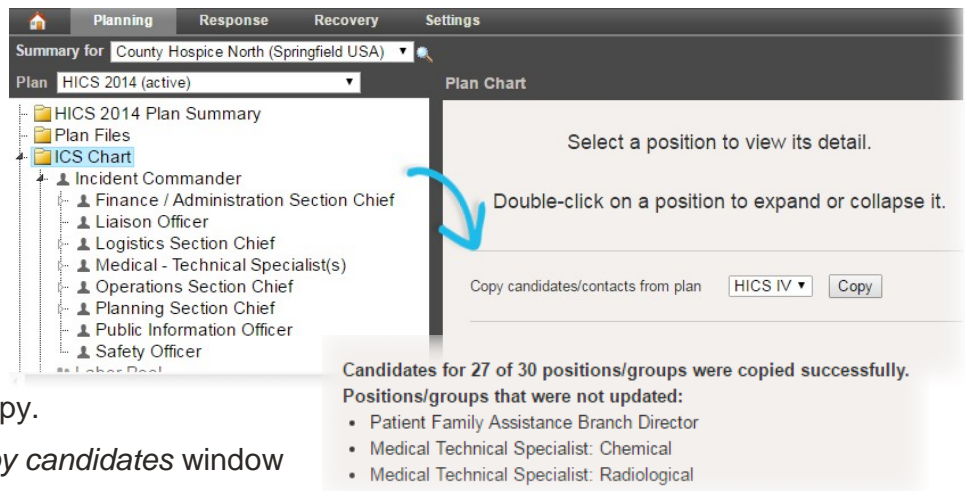
Copy Contacts to a New Plan

After creating a new plan, contacts from an existing plan can be copied to the new plan to populate the depth chart. Contacts will occupy the same positions in the new plan as they do in the existing plan, and if contacts were already assigned in the new plan, the copied candidate assignments will be merged with these assignments. Positions or groups that do not exist in both plans will need to be created and assigned manually in the new plan.

***Tip:** Contacts can be copied at any time; however, it is recommended to perform this task immediately after creating a new plan.*

To Copy Contacts to a New Plan

1. On the *Plan Summary* page, in the **Plan** list, select the new plan.
2. On the left, click **ICS Chart**.
3. On the right, in the **Copy candidates from plan** list, select the plan from which you want to copy.
4. Click **Copy**. The *Copy candidates* window opens.
5. Click **Yes**. The results appear and indicate the number of positions copied and positions or groups that were not copied.



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