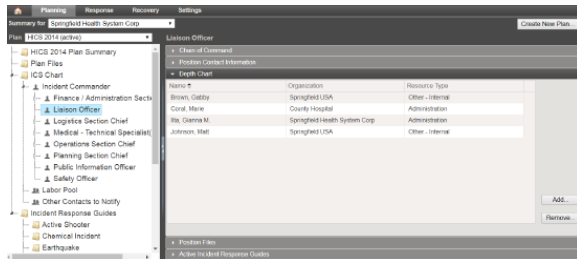


Edit the Depth Chart

Home > eICS > Guide - ICS Chart > Edit the Depth Chart



During planning, you can edit and update the depth chart to identify qualified contacts. These contacts are then associated with the position, and should an incident occur, could be called upon to fill the position.



Helpful Links

[Juvare.com](#)

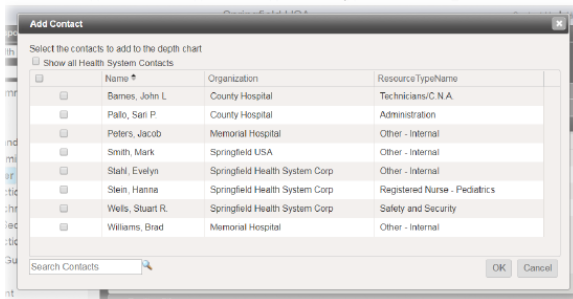
[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

To add a contact

1. Point to **Planning** and select **Plan Summary**. The *Summary for (domain/facility name)* page opens.
2. If not already selected, in the **Summary for** list, click the position you want to edit.
3. On the left, in the **ICS Chart**, click the position you want to update.
4. On the right, click the **Depth Chart** drawer.
5. Click **Add**. The *Add Contact* window opens.



6. Take one or more of these actions.

If you want to...	Then...
View all contacts in the health system,	On the upper left, select the Show all Health System Contacts check box.
Search for a contact,	In the Search Contacts field, enter the contact's name and click the search icon.
Select all contacts,	In the left table header, select the check box.
Select one or more contacts,	Locate the contacts and, on the corresponding row, select the check box.

7. Click **OK**.

To remove a contact

1. Point to **Planning** and select **Plan Summary**. The *Summary for (domain/facility name)* page opens.
2. If not already selected, in the **Summary for** list, click the name of the domain or facility.
3. On the left, in the **ICS Chart**, locate and click the position you want to edit.

4. On the right, click the **Depth Chart** drawer.
5. Locate the contact and, on the corresponding row, select the check box.
6. Click **Remove**.