

Edit or Delete IRG Locations

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During *Planning*, you can edit or delete locations on an IRG to make sure locational information about relevant buildings, landmarks, people, vehicles, or weather is readily available in case an incident occur. Locations provide visual context that helps participants safely and successfully handle their objectives and navigate the incident.

To edit a location

1. On the *Home* page, point to **Planning** and select **Plan Summary**.
2. From **Summary for**, select the domain or facility.
3. On the left, select the IRG (for example, *Active Shooter* or *Chemical Incident*).
4. Click the **Locations** drawer.
5. In the list of locations, click the location you want to edit.
6. On the right, click **Edit**. The *Edit Location* window opens.

7. Take any of these actions.

If you want to...	Then...
Change the name and/or description,	In the Location Name and/or Description field, enter the information you want associated with this location.
Change the icon,	In the Icon list, select the icon you want to use for this location.
Change the address,	<ul style="list-style-type: none">• In the Address fields, enter the street number and name, city, state, and ZIP Code.• Click the down arrow.
Change latitude and /or longitude,	<ul style="list-style-type: none">• In the Latitude and/or Longitude fields, enter a different numeric degree. Or reposition the icon on the map.• Click the up arrow.

8. Click **OK**. The *Edit Location* window closes.

To delete a location

1. On the *Home* page, point to **Planning** and select **Plan Summary**.
2. From **Summary for**, select the domain or facility.
3. On the left, select the IRG (for example, *Active Shooter* or *Chemical Incident*).
4. Click the **Locations** drawer.
5. In the list of locations, click the location you want to delete.
6. Click **Delete**. The *Delete Location* window opens.
7. Click **Yes**.

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