Activate or Deactivate an ICS Position

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During an incident or while planning, you can activate or deactivate a position in the ICS chart. Positions must be activated for contacts to be assigned, and when you activate a position, you have the option to notify contacts in the position's depth chart.

To activate an ICS position

- 1. On the Incident Dashboard, click the ICS Chart tab. The ICS Chart page opens.
- 2. On the left, click an inactive position (inactive positions appear light gray). Position
- details open on the right.

🏠 Cape Coral Hospital: Utility Failure		🚔 Print Form 🚖 Send Message 🛛 脂 Add Log En
Summary ICS Chart Event Log Files Objectives	Messages Contacts Facility Status Map Wea	ther V EMTrack V
Show Active Only	Logistics Section Chief	Excuse Unassigned Candidat
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 Support Branch Directory unassigned Medical - Technical Specialist(s) unassigned 	Chain of Command Response Tracker/Assign Contact History	

- 3. On the **General Info** or **Chain of Command** tab, click **Activate**. The *Activate Position* window opens and displays associated contacts.
- Select the check box for the contacts you want to notify. If there are no associated contacts, you
 can assign contacts.
- 5. Click OK. The position appears active in the ICS Chart.

To deactivate an ICS position

- 1. On the Incident Dashboard, click the ICS Chart tab. The ICS Chart page opens.
- 2. On the left, click an active position (active positions appear dark gray). Position details open on the right.
- 3. On the General Info tab, click Deactivate. The Deactivate Position window opens.
- 4. Click Yes. The position appears inactive in the ICS Chart.

Helpful Links

Juvare.com

Juvare Training Center

Announcements

Community Resources