

Add Locations to an Incident

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During an incident, you can add locations to the map that identify buildings, incidents, landmarks, people, vehicles, or weather to provide visual context that helps participants safely and successfully handle their objectives and navigate the incident.

To add a location

1. On the *Home* page, in the list of **Active Incidents**, locate the incident and click **View**. The *Incident Dashboard* opens.
2. Click the **Map** tab.
3. On the left, below the list of locations, click **Add Location**. The *Add Location* window opens.

4. For **Location Name**, enter a name for the location.
5. For **Description**, enter relevant details about the location.
6. In the **Icon** list, click an icon to represent the location.
7. Take one of these actions.

If you know the...	Then...	And then...
Address	In the appropriate fields, enter the street number and name, city, state, and ZIP Code.	Click the down arrow  .
Latitude and Longitude	Enter the geographic coordinates.	Click the up arrow  .

8. Click **OK**.

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