

Assign or Unassign an ICS Position

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During an incident, Facility Administrators, Facility Staff, and people already assigned to an incident position can assign other contacts to incident positions. People with these roles can also remove an assignment.

Note:

- If a position is not active, you must [activate it](#) before you can assign a contact.
- To change the assigned contact for a position, you must first unassign the current contact and then assign the new one.
- Facility Staff Limited cannot assign themselves to incident positions; they must be assigned by someone that is Facility Administrator, Facility Staff, or already assigned to an incident position.

Helpful Links

[Juvare.com](#)

[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

To assign a contact to a position

1. On the *Incident Dashboard*, click the **ICS Chart** tab. The *ICS Chart* page opens.
2. On the left, click
3. In the chart, click the position. Details are shown on the right.
4. On the right, click **Response Tracker / Assign Contact**.
5. Do one of the following:
 - To view all contacts currently associated with the position, select **Show Depth Chart Only**.
 - To view all contacts who could be available to be assigned to this position, including those from your facility and health system, select **Show All Candidates**.
 - To view all external contacts in *Labor Pool* and *Other Contacts to Notify* groups for all facilities in your health system, select **Show Health System Contacts**.
6. To assign a contact, select the contact in the list.
7. Click **Assign**. The *Assign Position* window opens.
8. To send a voice notification in addition to email, make certain the **Send voice notification** check box is selected.
9. Click **Yes**.

***Tip:** If you clear the **Send voice notification** check box, a voice notification is not sent. For example, if the contact is already on site, you do not need to send this type of notification. An email notification is always sent.*

To unassign a contact from a position

1. In the chart, click the position. Details are shown on the right.
2. On the right, click **General Info**.
3. In the *Position Assignment* section, click **Unassign**. The *Unassign Position* window opens asking you to confirm the action.
4. Click **Yes**. The window closes and the position is unassigned.