Manage Plan Availability

As Domain Administrator, you decide which facilities have access to plans during planning. If you make a plan available to a facility, they can construct a new plan based on that plan's configuration. You can also control whether a facility can change the basic structure of the plan's ICS chart. When locked, users cannot change the chart, the chain of command or position names.
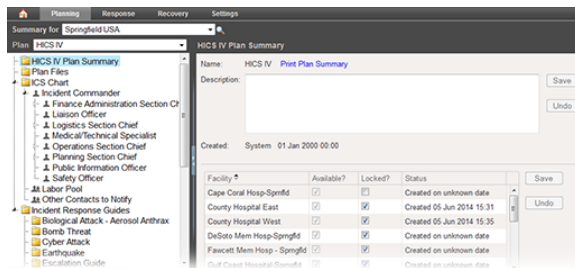
Helpful Links

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Make a Plan Available

If a facility has created a plan based on a template, you cannot change the availability of the domain-level configuration. The date and time the facility created the plan appears in the **Status** column of the *(plan name) Plan Summary* area. If the exact date is not known, the column contains **Created on unknown date**.

To manage plan availability

1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
2. Select the domain from the **Summary for** drop-down list.
3. Select the plan.
4. On the left, select **(plan name) Plan Summary**. The right area shows general details about the plan and facilities in your domain.
5. To make the plan available to a facility, select its associated **Is Available?** check box.
6. To make the plan unavailable to a facility, clear its associated **Is Available?** check box.
7. Click **Save**.

Unlock or Lock a Plan

If a plan is locked, Facility Administrators cannot add ICS positions, rename current positions, change the chain of command, or create groups within the labor pool and other contacts. However, they can still view all elements and change many other details of a locked plan such as the plan's description, the IRGs associated with a position, contact information for a position, a position's depth chart, and more.

> **Note**: Some plans are locked so no one can change the chain of command and ICS chart. Refer to [About the Plan Summary](#) for more information.

To lock or unlock a plan's chart

> **Tip**: When the plan is created, it is locked by default.

1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
2. Select the facility from **Summary for**.
3. Select the plan.
4. On the left, select **(plan name) Plan Summary**. The right area shows general details about the plan and facilities in your domain.
5. To unlock a plan for a facility, clear its **Is Locked?** check box.

6. To lock a plan for a facility, select its **Is Locked?** check box.
7. Click **Save**.