

Enlist a Contact for the Incident

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During an incident, you can enlist a contact from the **Contacts** tab of the Incident Dashboard.

To enlist a contact

1. On the *Incident Dashboard*, click the **Contacts** tab.
2. As necessary, click **Show Facility Contacts** or **Show Health System Contacts**. The list shows all contacts for the facility or health system, even those that were not specified for an ICS position or the labor pool.
3. Locate the contact and click the **Enlist to ICS** link in the first column. The *Status* window opens.
4. If appropriate, select the **Availability** and/or **Location** for the contact.
*Tip: If your intent is to notify the contact that you want to enlist them, do not change the contact's status. On the window, click **OK**. A notification is sent to the individual requesting their availability.*
5. To send a voice notification in addition to email, make certain the **Send voice notification** check box is selected.
Tip: You may choose to clear this check box so that a voice notification is not sent. An email notification is always sent.
6. Click **OK**. The window closes, and the page shows the **Availability/Location** you specified. Electronic ICS notifies the contact. This contact is now a candidate for a position or group and appears in that list of contacts.

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