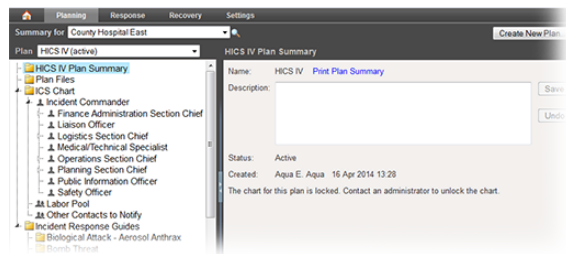


Edit a Plan

Home > eICS > Guide - Plan Summary > Edit a Plan



As an administrator, you can edit your facility's plans, including its description, [files](#), [depth chart](#), and [incident response guides](#).



Helpful Links

[Juvare.com](#)

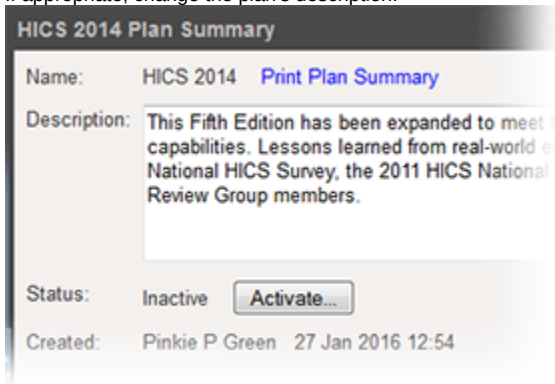
[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

To edit a plan

1. Point to **Planning** and click **Plan Summary**. The *Summary for (facility/domain)* page opens.
2. Select the appropriate facility from **Summary for**.
3. Select the **Plan**. The left area shows the plan's components.
4. If appropriate, change the plan's description.



5. As needed, make your changes to the plan's files, depth chart including your labor pool and other contacts to notify, and incident response guides.
6. If appropriate to the element or drawer, remember to save your changes.