

Activate or Deactivate an ICS Position

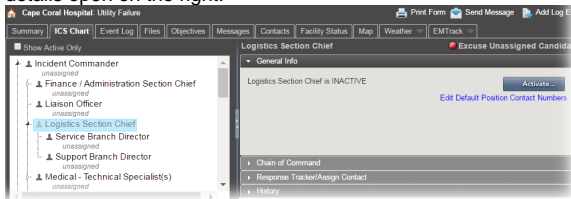
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During an incident or while planning, you can activate or deactivate a position in the ICS chart. Positions must be activated for contacts to be assigned, and when you activate a position, you have the option to notify contacts in the position's [depth chart](#).

To activate an ICS position

1. On the *Incident Dashboard*, click the **ICS Chart** tab. The *ICS Chart* page opens.
2. On the left, click an inactive position (inactive positions appear light gray). Position details open on the right.



3. On the **General Info** or **Chain of Command** tab, click **Activate**. The *Activate Position* window opens and displays associated contacts.
4. Select the check box for the contacts you want to notify. If there are no associated contacts, you can [assign contacts](#).
5. Click **OK**. The position appears active in the ICS Chart.

To deactivate an ICS position

1. On the *Incident Dashboard*, click the **ICS Chart** tab. The *ICS Chart* page opens.
2. On the left, click an active position (active positions appear dark gray). Position details open on the right.
3. On the **General Info** tab, click **Deactivate**. The *Deactivate Position* window opens.
4. Click **Yes**. The position appears inactive in the *ICS Chart*.

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