Edit a Plan



As an administrator, you can edit your facility's plans, including its description, files, depth chart, and incid ent response guides.



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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.