

Add Locations to an IRG

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During *Planning*, you can add locations to an IRG to identify buildings, incidents, landmarks, people, vehicles, or weather that might provide visual context to help participants safely and successfully handle their objectives and navigate the incident. The locations you set up during planning will appear on the **Map** tab of the *Incident Dashboard* during an actual incident.

To add a location

1. On the *Home* page, point to **Planning** and select **Plan Summary**.
2. In the **Summary for** list, select the domain or facility.
3. On the left, select the IRG (for example, *Active Shooter* or *Chemical Incident*).
4. Click the **Locations** drawer.
5. Click **Add**. The *Add Location* window opens.

6. For **Location Name**, enter the name of this location.
7. For **Description**, enter relevant details about the location.
8. In the **Icon** list, select an icon to represent the location on the map.
9. Take one of these actions.

If you know the...	Then...	And then...
Address	In the appropriate fields, enter the street number and name, city, state, and ZIP Code.	Click the down arrow.
Latitude and Longitude	Enter the geographic coordinates.	Click the up arrow.

10. Click **OK**.

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