Add Objectives to an IRG

Objectives are tasks or duties associated with incident response guides (IRGs) to direct participants' actions and help resolve the situation. In addition to naming and describing objectives, it is necessary to assign objectives to an ICS Chart position or the incident as a whole.

Note:

- eICS allows you to create multiple objectives with the same name; however, you should check your local policies to find out if it is required to identify objectives with unique names.
- In **Planning**, objectives assigned to the incident, rather than an ICS Chart position, appear on the **General** (in the **Incident Objectives** section) and **Objectives** drawers of the IRG.
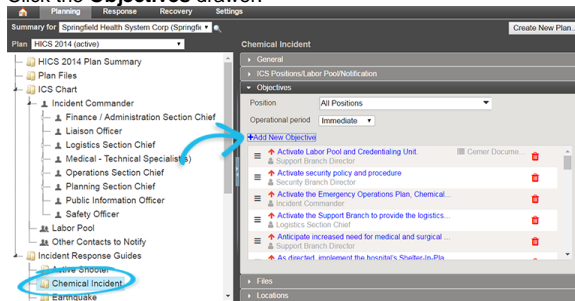
| Helpful Links |
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| Juvare.com |
| Juvare Training Center |
| Announcements |
| Community Resources |

To add an objectives

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 **Objectives** drawer.

5. Click **Add New Objective**. The *Add Objective* window opens.
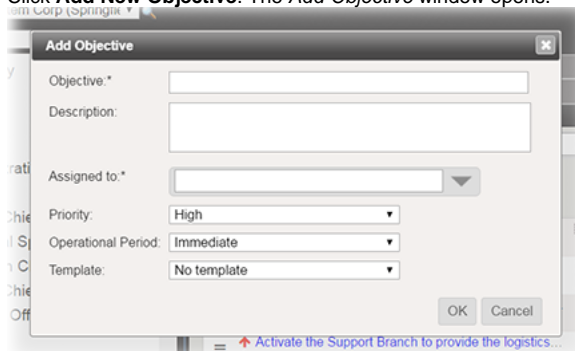
6. For **Objective**, enter a name for the objective.
7. If appropriate, enter a description for the objective.
8. In the **Assigned to** list, select the position that is responsible for completing the task or select **Incident**.
   Tip: Positions that will be automatically activated for the IRG appear in darker text.
9. In the **Priority** list, select the urgency with which the objective should be completed.
10. In the **Operational Period** list, select the period in which the objective should be completed.
11. If appropriate, in the **Template** list, select a template to add question and answer fields to the objective.
12. Click **OK**. The window closes.