

# Manage the Chain of Command

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As an administrator, you may be able to change your plan's ICS positions and the chain of command (hierarchy). You can make changes to the chain of command both during planning and during response to an incident.

**Note:** You can rename the Incident Commander position and add subordinates, but you cannot delete the Incident Commander position or change its location in the hierarchy.

## To access the chart

Do one of the following:

- Open the incident dashboard and click the **ICS Chart** tab.
- Point to **Planning** and select **Plan Summary**. In **Summary for** select the facility or domain, and in **Plan** select and the appropriate plan.

## To rename a position

1. On the left, click the position. The selected position's details are shown on the right.
2. In the **Chain of Command** drawer, click **Rename Position**.
3. In the *Rename Position* window, for **New Name**, enter the new name for the position.
4. If appropriate, select the ICS group.
5. If you selected a group, enter a name for the ICS group.
6. Click **OK**.

## To add a subordinate position

1. On the left, click the position that should be the new position's supervisor.
2. In the **Chain of Command** drawer, click **Add Subordinates**.
3. In the *Add Subordinate Positions* window, enter the position name for the subordinate.
4. If appropriate, select the ICS group.
5. If you selected a group, enter a name for the ICS group.
6. Click **OK**. The new position appears on the left.

## To change a supervisor

**Note:** When you assign a different supervisor, the **New Supervisor** field shows only the appropriate positions from groups above this position in the ICS chart hierarchy.

1. On the left, click the position you want to change. The selected position's details are shown on the right.
2. In the **Chain of Command** drawer, click **Change Supervisor**.
3. In the *Change Supervisor* window, select the new supervisor.
4. Click **OK**. The updated hierarchy is shown on the left.

## To delete a position

**Important:** You cannot undo this action.

1. On the left, select the position you want to delete. The selected position's details are shown on the right.
2. In the **Chain of Command** drawer, click **Delete Position**. A window opens asking you to confirm the deletion.
3. Click **Yes**.

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