

Generate a Plan Summary Report

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You can print a plan's summary at any time. You can generate a general summary report or one based on the plan's IRGs.

To generate a summary report

The Depth Chart version of the report includes all details, including the depth charts for ICS positions, files associated to positions, and incident response guide details, such as associated positions, files, objectives, and locations.

County Hospital Lakeside - HICS IV Plan Summary Report	
Prepared by: Yellow Curry 13 Feb 2016 13:38	
Depth Chart	
Business Continuity Branch Director	
Copper, Bronze County Hospital Lakeside	414-555-0008 (Business)
Compensation/Claims Unit Leader	
Copper, Bronze County Hospital Lakeside	414-555-0008 (Business)
<i>Cost Unit Leader</i>	

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.
4. On the left, select **(plan name) Plan Summary**.
5. On the right, click **Print Plan Summary**.

The application generates the report and it opens in a new browser window. From here, you can print it.

To generate an IRG summary report

During the planning phase, you can generate and print a Plan Summary by IRG (incident response guide) report.

County Hospital Lakeside - Incident Response Guide Summary Report	
Prepared by: Yellow Curry 13 Feb 2016 13:37	
Response Guide: Cyber Attack	
Incident Defaults	
Name:	Cyber Attack
Description:	The hospital has initiated incident command due to an I.T. failure from a cyber attack.
Business Continuity Branch Director	
Depth Chart	
Copper, Bronze County Hospital Lakeside	414-555-0008 (Business)
<i>No position specific Objectives</i>	
<i>No position specific Files</i>	

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.
4. On the left, select the appropriate IRG.
5. On the right, click the **Print** link.

The application generates the report and it opens in a new browser window. From here, you can print it.

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