

Add a Facility

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As a Domain Administrator, you can add a new facility to your domain and, if appropriate, specify the business type to which it belongs. Business types determine certain terminology, as well as the relevant type of facility and plans that best suit a facility. Further, when using eICS in conjunction with Juvare Exchange, the type of facility in eICS matches with facility types and subtypes in Juvare Exchange.

As part of this process, you want to make one or more Incident Command plans available to the new facility. If you make only one plan available to the facility, by default, it becomes its active plan. If you grant access to multiple plans, go to the new facility's *Plan Summary* to select its active plan.

To add a facility

1. Point to **Planning** and click **Facilities**. The *Facility Administration* page opens.
2. On the left, below the list of facilities, click **Add Facility**. The *New Facility* section opens.
3. On the *General* drawer, enter this information.

Field	Description
Name	Name of the facility.
Report Name	Name of the associated report.
Domain	Domain to which the facility belongs.
Address	Physical address of the location.
Location	Latitude and longitude of the location.
Business Type	Type of business with which domain is associated.
Type	Type of building with which the facility is identified.
Incident Sharing	Allows individual incidents and pieces of incident information associated with this facility to be shared.
Common Facility ID	Identification code/identifier that links name and location of a particular facility.

4. Click **Save**.
5. On the *Details* drawer, enter this information.

Field	Description
Facility Group	Parent system or group to which this facility belongs.
Available Plans	Incident command plans available for this facility.
Business Type	Type of business with which domain is associated.
Notifications	Ad-hoc notifications is a premium plug-in that allows you to send voice, text, or email notifications at any time regardless of an incident.
Region	Health systems, facility groups, coalitions, and/or domains that form networks and have the ability to coordinate incident response.

Helpful Links

[Juvare.com](#)
[Juvare Training Center](#)
[Announcements](#)
[Community Resources](#)

Voice Notific ations	Indicates whether voice notifications are enabled or disabled.
Com mand Cente r Details	Phone, Fax, and Location for the facility's known command center.
Incide nt Dash board Tabs	<p>Click Add Tab and enter the Name and URL for additional tabs to appear on the incident dashboard.</p> <p>Note: If a site you are adding is likely to contain non-secure or mixed content, an icon appears next to the website name and the URL field is outlined in the same color as the icon. The system also generates a warning message when you save this information.</p>

6. Click **Save**.