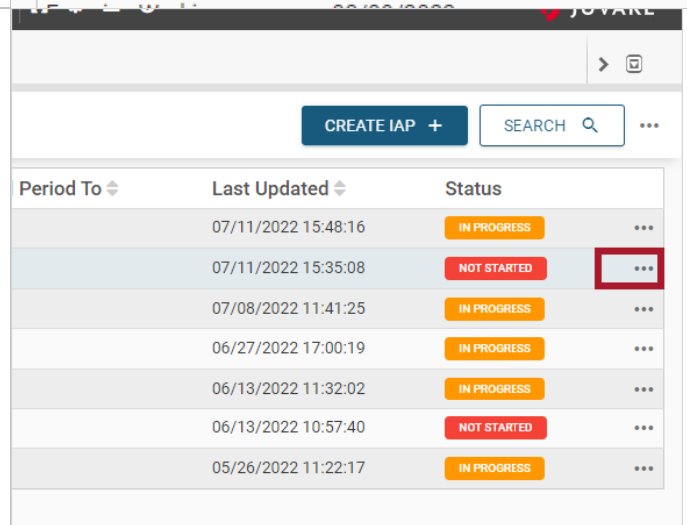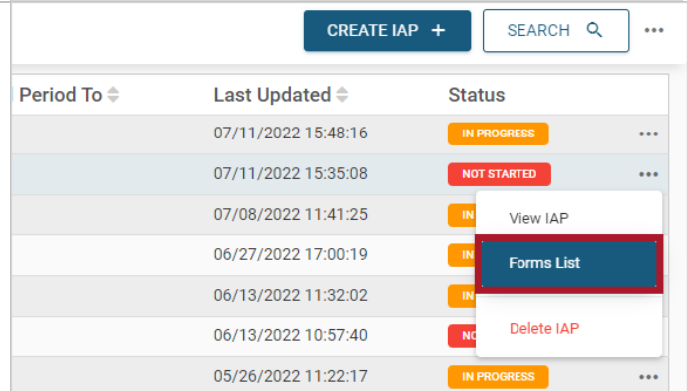|		
1	In the menu, select the **Incident Action Plan (Working)** board.	**Incident Action Plan (Working)** **Incident Action Plan Working** DAILY OPERATIONS **Title** / **Operational Period From** 2022-0711 Tornado MW — 01/13/2022 Earthquake Working — 06/21/2022 Saskatchewan Wildfire — 02/17/2022 Hurricane Brady — 06/01/2022 Tornado Template — 01/13/2022
2	Locate the IAP and, on that row, click the ellipsis icon.	**CREATE IAP +** / **SEARCH** ⋯ **Period To** / **Last Updated** / **Status** 07/11/2022 15:48:16 — IN PROGRESS — ⋯ 07/11/2022 15:35:08 — NOT STARTED — **⋯** 07/08/2022 11:41:25 — IN PROGRESS — ⋯ 06/27/2022 17:00:19 — IN PROGRESS — ⋯ 06/13/2022 11:32:02 — IN PROGRESS — ⋯ 06/13/2022 10:57:40 — NOT STARTED — ⋯ 05/26/2022 11:22:17 — IN PROGRESS — ⋯
3	In the menu, click **Forms List**.	**CREATE IAP +** / **SEARCH** ⋯ **Period To** / **Last Updated** / **Status** 07/11/2022 15:48:16 — IN PROGRESS — ⋯ 07/11/2022 15:35:08 — NOT STARTED — ⋯ 07/08/2022 11:41:25 06/27/2022 17:00:19 View IAP 06/13/2022 11:32:02 **Forms List** 06/13/2022 10:57:40 Delete IAP 05/26/2022 11:22:17 — IN PROGRESS — ⋯

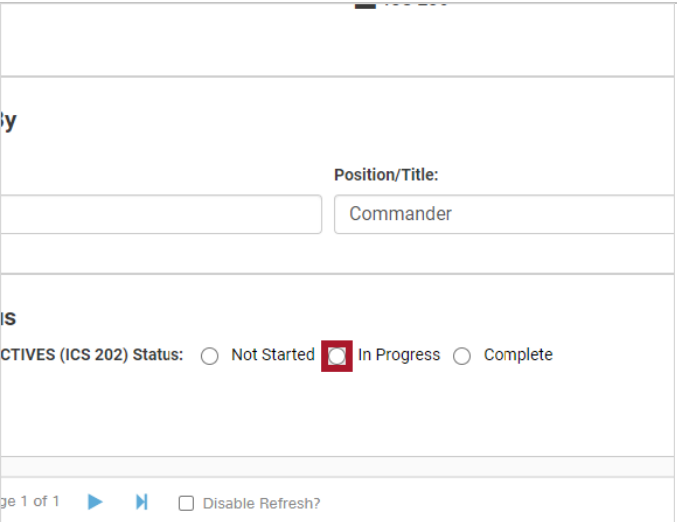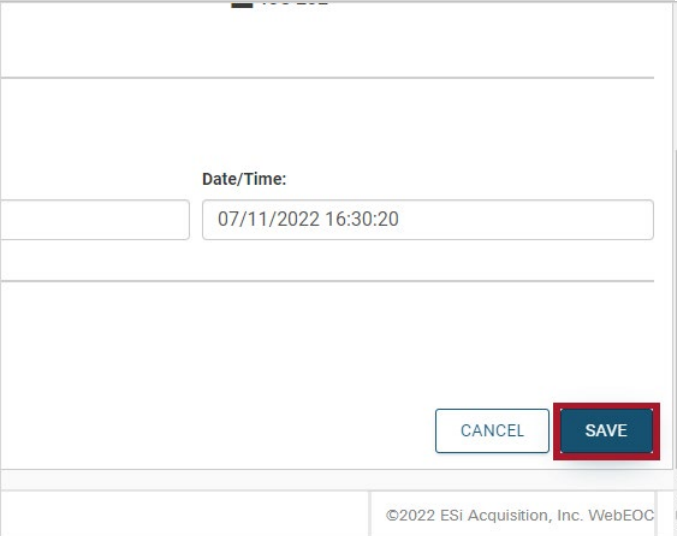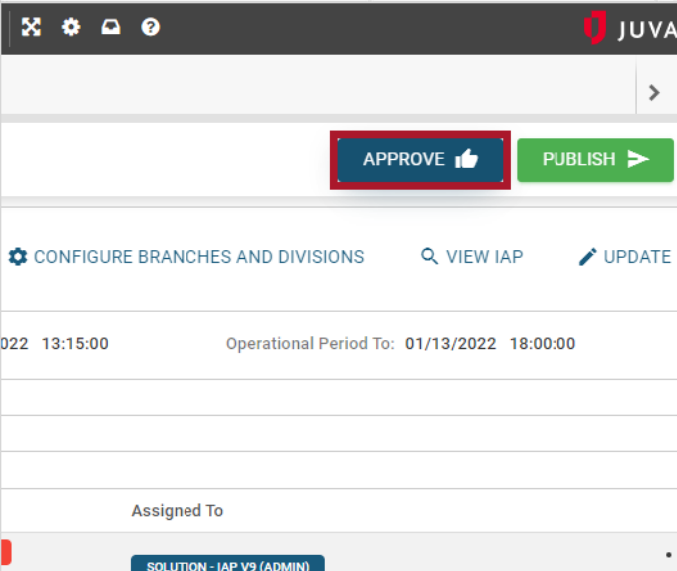|		
4	Locate the form you want to update and, on that row, click the ellipsis icon.	Assigned To SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN)
5	In the menu, click **Update**.	Assigned To SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ··· Update SOLUTION - IAP V9 (ADMIN) View SOLUTION - IAP V9 (ADMIN) View PDF SOLUTION - IAP V9 (ADMIN) ··· SOLUTION - IAP V9 (ADMIN) ···
6	Within in the IAP, make the necessary changes. For example, you can select or deselect objectives and forms, edit descriptions, and decide if a site safety plan is required.	OBJECTIVE TEMPLATES ⚙ Search: DESELECT DESELECT DESELECT s their needs and concerns DESELECT DESELECT PREVIOUS 1 2 3 NEXT

7	To change the **Form Status**, select the **Not Started**, **In Progress**, or **Complete** option.	Position/Title: Commander CTIVES (ICS 202) Status: ◯ Not Started ◉ In Progress ◯ Complete ge 1 of 1 ▶ ⊮ ☐ Disable Refresh?
8	Click **Save**.	Date/Time: 07/11/2022 16:30:20 CANCEL SAVE ©2022 ESi Acquisition, Inc. WebEOC
9	To approve the IAP, click **Approve**.	⤢ ⚙ ▱ ⊙ JUVA APPROVE 👍 PUBLISH ➤ ⚙ CONFIGURE BRANCHES AND DIVISIONS 🔍 VIEW IAP ✏ UPDATE 022 13:15:00 Operational Period To: 01/13/2022 18:00:00 Assigned To SOLUTION - IAP V9 (ADMIN)

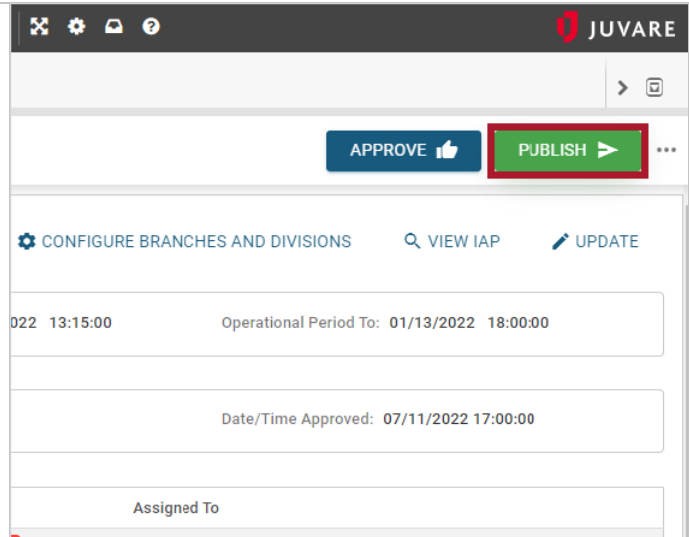| 10	In an open **Approver** row, enter your **Name**, **Title**, **Date/Time**, and **Approved**.	**IAP APPROVAL** DAILY OPERATIONS **Approver 1** Name: [ ] Title: [ ] **Approver 2** Name: [ ] Title: [ ]
11	Click the **Signature** field and use your browser navigation window to locate and select a file.	te/Time Approved: 07/11/2022 17:00:00 Signature: Click to browse July ⌄ 2022 › Mon Tue Wed Thu Fri Sat 27 28 29 30 1 2 4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 Signature: Click to browse
12	Click **Save**.	te/Time Approved: Signature: Click to browse te/Time Approved: Signature: Click to browse CANCEL SAVE ©2022 ESi Acquisition, Inc. WebEOC

13	Click **Publish**.

APPROVE 👍   PUBLISH ➤   ⋯

⚙ CONFIGURE BRANCHES AND DIVISIONS   🔍 VIEW IAP   ✏ UPDATE

022 13:15:00   Operational Period To: 01/13/2022 18:00:00

Date/Time Approved: 07/11/2022 17:00:00

Assigned To

14	To confirm your choice, click **Yes**.

✕

vant to publish the Incident Action Plan?

Cancel   YES