**HICS Form Guide**

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| **HICS Form** | **Purpose** | **Originated By** | **Copies Sent To** |
| HICS-201 Incident Briefing | Document initial response information and actions taken at startup. | Incident Commander | Command StaffSection ChiefsDocumentation Unit Leader |
| HICS-202 Incident Objectives | Define objectives and issues for operational period. | Planning Section Chief | Command StaffGeneral StaffDocumentation Unit Leader |
| HICS-203 Organization Assignment List | Document staffing. | Resource Unit Leader | Command StaffGeneral StaffAgency StaffBranch DirectorsDocumentation Unit Leader |
| HICS-204Branch Assignment List | Document assignments within branch. | Branch Directors | Command StaffGeneral StaffDocumentation Unit Leader |
| HICS-205Incident Communication Log | Document the internal communications equipment/channels to be used within the facility. | Communications Unit Leader | Command StaffGeneral StaffBranch DirectorsDocumentation Unit Leader |
| HICS-206Staff Medical Plan | Outline resources for medical care of injured/ill hospital personnel. | Support Branch Director | Command Staff Section ChiefsDocumentation Unit Leader |
| HICS-207Organization Chart | Document HICS positions assigned. | Incident Commander | Command StaffGeneral StaffBranch DirectorsUnit LeadersDocumentation Unit Leader |
| HICS-213Incident Message Form | Provide standardized method for recording messages received by phone or radio. | All positions | Message ReceiverMessage TakerDocumentation Unit Leader |
| HICS-214Operational Log | Document incident issues encountered, decisions made, and notifications conveyed. | Command StaffGeneral Staff | Documentation Unit Leader |
| HICS-251 Facility System Status Report | Record facility status for operational period for incident. | Infrastructure Branch Director | Situation Unit LeaderCopies to:Safety OfficerLiaison OfficerOperations Section ChiefBusiness Continuity Branch DirectorPlanning Section ChiefDocumentation Unit Leader |
| HICS-252Section Personnel Time Sheets | Record each section’s personnel time and activity. | Section Chiefs | Time Unit Leader (every 12 hours)Documentation Unit Leader |
| HICS-253 Volunteer Staff Registration | Volunteer sign-in for operational period. | Labor Pool & Credentialing Unit Leader | Time Unit LeaderPersonal Tracking ManagerDocumentation Unit Leader |
| HICS-254 Disaster Victim/Patient Tracking Form | Account for victims of identified event seeking medical attention. | Situation Unit Leader | Patient Registration Unit LeaderMedical Care Branch Director |
| HICS-255Master Patient Evacuation Tracking Form | Record information concerning patient disposition during a hospital/facility evacuation. | Patient Tracking Manager | Planning Section ChiefDocumentation Unit Leader |
| HICS-256 Procurement Summary Report | Summarize and track procurements by operational period and/or incident timeframe. | Procurement Unit Leader | Finance/Admin ChiefDocumentation Unit Leader |
| HICS-257 Resource Accounting Record | Track requested equipment. | Section Chief | Finance/Admin ChiefResource Unit LeaderMaterial Tracking ManagerOriginator |
| HICS-258Hospital Resource Directory | List resources to contact as needed and maintain contact information. | Resource Unit Leader | Command StaffGeneral Staff |
| HICS-259Hospital Casualty/Fatality Report | Document the number of injuries and fatalities. | Patient Tracking Manager | Command StaffSection ChiefsDocumentation Unit Leader |
| HICS-260Patient Evacuation Tracking Form | Document details and account for patients transferred to another facility. | Inpatient Unit Leader, Outpatient Unit Leader, and/or Casualty Care Unit Leader | PatientPatient Tracking ManagerMedical Care Branch DirectorEvacuating Clinical Location |
| HICS-261 Incident Action Plan Safety Analysis | Document hazards and define mitigation. | Safety Officer | Command StaffGeneral StaffBranch DirectorsUnit Leaders |