**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 Staff  Section Chiefs  Documentation Unit Leader |
| HICS-202  Incident Objectives | Define objectives and issues for operational period. | Planning Section Chief | Command Staff  General Staff  Documentation Unit Leader |
| HICS-203  Organization Assignment List | Document staffing. | Resource Unit Leader | Command Staff  General Staff  Agency Staff  Branch Directors  Documentation Unit Leader |
| HICS-204  Branch Assignment List | Document assignments within branch. | Branch Directors | Command Staff  General Staff  Documentation Unit Leader |
| HICS-205  Incident Communication Log | Document the internal communications equipment/channels to be used within the facility. | Communications Unit Leader | Command Staff  General Staff  Branch Directors  Documentation Unit Leader |
| HICS-206  Staff Medical Plan | Outline resources for medical care of injured/ill hospital personnel. | Support Branch Director | Command Staff  Section Chiefs  Documentation Unit Leader |
| HICS-207  Organization Chart | Document HICS positions assigned. | Incident Commander | Command Staff  General Staff  Branch Directors  Unit Leaders  Documentation Unit Leader |
| HICS-213  Incident Message Form | Provide standardized method for recording messages received by phone or radio. | All positions | Message Receiver  Message Taker  Documentation Unit Leader |
| HICS-214  Operational Log | Document incident issues encountered, decisions made, and notifications conveyed. | Command Staff  General Staff | Documentation Unit Leader |
| HICS-251  Facility System Status Report | Record facility status for operational period for incident. | Infrastructure Branch Director | Situation Unit Leader  Copies to:  Safety Officer  Liaison Officer  Operations Section Chief  Business Continuity Branch Director  Planning Section Chief  Documentation Unit Leader |
| HICS-252  Section 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 Leader  Personal Tracking Manager  Documentation Unit Leader |
| HICS-254  Disaster Victim/Patient Tracking Form | Account for victims of identified event seeking medical attention. | Situation Unit Leader | Patient Registration Unit Leader  Medical Care Branch Director |
| HICS-255  Master Patient Evacuation Tracking Form | Record information concerning patient disposition during a hospital/facility evacuation. | Patient Tracking Manager | Planning Section Chief  Documentation Unit Leader |
| HICS-256  Procurement Summary Report | Summarize and track procurements by operational period and/or incident timeframe. | Procurement Unit Leader | Finance/Admin Chief  Documentation Unit Leader |
| HICS-257  Resource Accounting Record | Track requested equipment. | Section Chief | Finance/Admin Chief  Resource Unit Leader  Material Tracking Manager  Originator |
| HICS-258  Hospital Resource Directory | List resources to contact as needed and maintain contact information. | Resource Unit Leader | Command Staff  General Staff |
| HICS-259  Hospital Casualty/Fatality Report | Document the number of injuries and fatalities. | Patient Tracking Manager | Command Staff  Section Chiefs  Documentation Unit Leader |
| HICS-260  Patient 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 | Patient  Patient Tracking Manager  Medical Care Branch Director  Evacuating Clinical Location |
| HICS-261  Incident Action Plan  Safety Analysis | Document hazards and define mitigation. | Safety Officer | Command Staff  General Staff  Branch Directors  Unit Leaders |