

HICS 259 Hospital Casualty/Fatality Report

Exercise Message Submission Window

- Jul 11 18:00 UTC – Jul 17 20:59 UTC

Difficulty Level: **Basic**

Purpose: This exercise aims to introduce you to the HICS 259 prepared by a Planning Section Patient Tracking Manager. When assigned to provide amateur radio support to a hospital, familiarity with this form is helpful. Although normally used internally, this form may be sent when the hospital is requesting external resources (personnel, supplies, transportation). Patient data would support requests to external agencies.

For this exercise, ETO is the served agency. ETO requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions, follow the ETO instructions to complete this exercise.

Objectives:

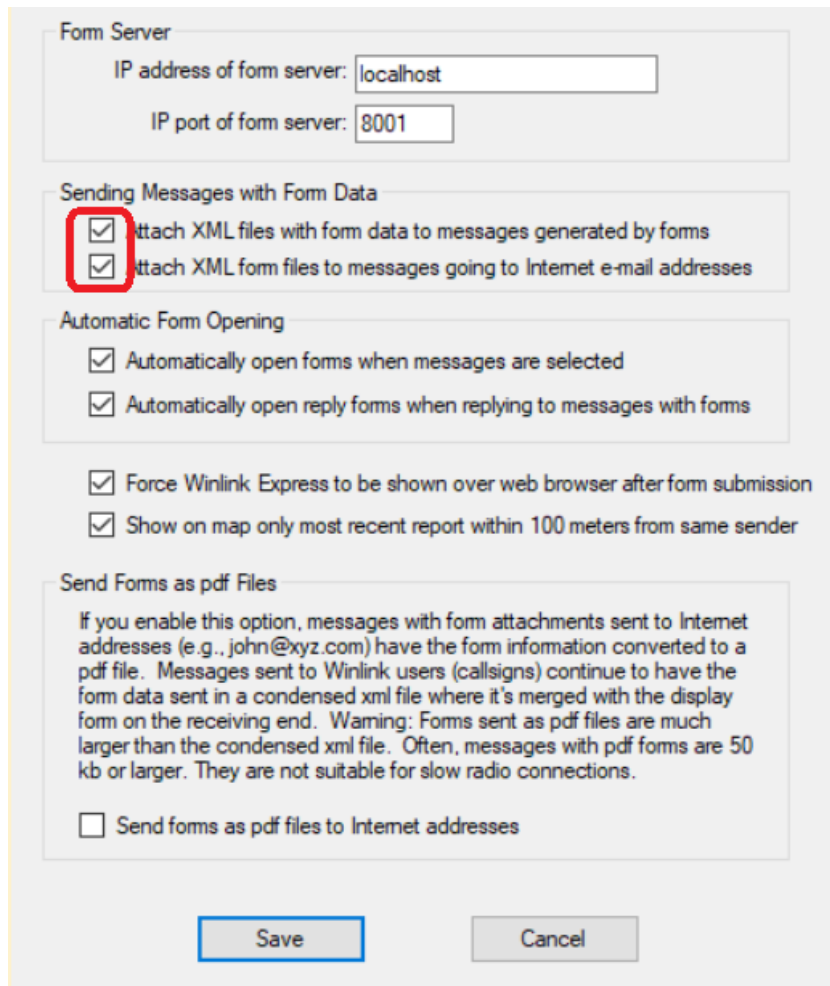
- Use Winlink Express to create a *HICS 259 Hospital Casualty/Fatality Report*.
- Transmit the completed HICS 259 Hospital Casualty/Fatality Report to your **ETO Clearinghouse** and the tactical address **ETO-BK**.

Resources:

- General Notes on Frequently-Seen Mistakes:
https://emcomm-training.org/Winlink_Thursdays.html
- Finding your ETO clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
 - <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- How a GIS map-capable form's default position is determined:
 - From within Winlink Express Click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items

Special Configurations:

- Recent configurations of Winlink have provided options on whether transmission of the Form Data XML file for the current form is transmitted with each document. If not transmitted, the HTML form will not display. The ETO Feedback process uses this form data XML to parse the data in the exercise, **so it should be provided**. Ensure that the Form Data settings are configured as shown below for ETO Exercise submissions.
- This dialog can be found under **Settings ⇒ Form Settings...**



The image shows the 'Form Settings' dialog box in Winlink. It has several sections with checkboxes:

- Form Server**
 - IP address of form server: localhost
 - IP port of form server: 8001
- Sending Messages with Form Data**
 - ☒ Attach XML files with form data to messages generated by forms
 - ☒ Attach XML form files to messages going to Internet e-mail addresses
- Automatic Form Opening**
 - ☒ Automatically open forms when messages are selected
 - ☒ Automatically open reply forms when replying to messages with forms
- ☒ Force Winlink Express to be shown over web browser after form submission
- ☒ Show on map only most recent report within 100 meters from same sender
- Send Forms as pdf Files**

If you enable this option, messages with form attachments sent to Internet addresses (e.g., john@xyz.com) have the form information converted to a pdf file. Messages sent to Winlink users (callsigns) continue to have the form data sent in a condensed xml file where it's merged with the display form on the receiving end. Warning: Forms sent as pdf files are much larger than the condensed xml file. Often, messages with pdf forms are 50 kb or larger. They are not suitable for slow radio connections.

 - ☐ Send forms as pdf files to Internet addresses

At the bottom are 'Save' and 'Cancel' buttons.

Narrative: The Regional Healthcare Coordinator has scheduled a systemwide tabletop exercise for July. The drill is divided into two separate scenarios with the first being a simulated total loss of the AT&T network including Firstnet. Each hospital command center will work through several questions provided for the exercise. The second scenario includes the total loss of all VOIP phones (desk phones) with questions to work through and respond. Each hospital emergency manager is to have their hospital generate an HICS 259 Hospital Casualty/Fatality Report and send this report to the Regional Healthcare Coordinator using their amateur radio team. The radio team will send this report to their ETO Clearinghouse who will simulate coordinating delivery to the Regional Healthcare Coordinator.

Message Content:

Incident Name - Medical Response and Surge Exercise

Operational Period 1 2026/07/16, 00:00 - 2026/07/16, 23:59

Patients seen: Adult 35, Pediatric 11, (in comments) Emergency room is at capacity. Less critical patients are being placed in the hallways.

Waiting to be seen: Adult 12, Pediatric 2

Admitted: Adult 19, Pediatric 2

Critical care bed: Adult 18, Pediatric 0

Medical/surgical bed: Adult 4, Pediatric 0

Pediatric bed: Adult 0, Pediatric 2

Discharged: Adult 10, Pediatric 9

Transferred: Adult 3, Pediatric 0, (in comments) Adults to University Medical Center. More transfers are needed.

Expired: Adult 3, Pediatric 0

Patient Tracking Manager: Julia Winter

Jackson Memorial Hospital

Exercise Instructions:

Open and select the form.

1. Open the Winlink Express application.
2. Allow any updates to occur if prompted to do so.
3. Remove Automatic Message Forwarding and/or Message notification set within the Message Notification and Forwarding Window via Settings -> Message Notification and Forwarding.
4. Turn off CMS forwarding via Settings -> CMS Forwarding and User Options.
5. Click on the **Message > New Message** menu items.
6. Within this same window, click on the **Select Template** and then expand the **Standard Forms**.
7. Click on the **HICS Forms** to expand the list.
8. Double-click **HICS 259 - Hospital Casualty-Fatality Report**.

Fill out the Top section

1. Fill out the **Incident Name**: Medical Response and Surge Exercise
2. **Date /Time Prepared**: Use autofill. Must be within the exercise submission window at the very top of exercise instructions.
3. **Operational Period**: 1 2026-07-16, 00:00 - 2026-07-16, 23:59

Section 5. Number of Casualties/Fatalities

1. Enter patients seen for both adult and pediatric. Enter the comment provided.
2. Enter waiting to be seen for both adult and pediatric.
3. Enter Critical Care bed for both adult and pediatric.
4. Enter Medical/surgical bed for both adult and pediatric.
5. Enter Pediatric bed for both adult and pediatric.
6. Total adult beds admitted for critical care, medical, and pediatric. Enter this total in Admitted Adult.
7. Total pediatric beds admitted for critical care, medical, and pediatric. Enter this total in Admitted Pediatric.
8. Enter Discharged for both adult and pediatric.
9. Enter Transferred for both adult and pediatric. Enter the comment provided.
8. Enter Expired for both adult and pediatric.

NOTE: Numbers are automatically totaled in the total column.

Section 6. Bottom Section

1. Enter the patient tracking manager's name who prepared the report.
2. Enter the hospital this report is from.
3. **Optional**: Save the HICS data.
4. Click on the **Submit** button.
5. Close the browser.

Sending the message

1. Verify that the Send is set to **Winlink Message**.
2. On the To line, enter your **ETO Clearinghouse**.
3. On the CC line, enter "**ETO-BK**".
4. **Optional**: Enter your internet email address in the CC: line.
5. Click on *Post to Outbox* on the menu bar.
6. Select your session type from the drop-down list to the right of the *Open Session*

button.

7. Click the ***Open Session*** button.
8. If applicable, pick an appropriate *Channel Selection*.
9. Click Start to send your message.
10. On completion, close the Session window.
11. Close the Winlink Express window.

End of Exercise Instructions

Example of Completed HICS 259 on the next page

Winlink Thursday Exercise For Jul 16, 2026

HICS 259 – HOSPITAL CASUALTY/FATALITY REPORT				
Load HICS 259 data Form Info				
1. Incident Name: Medical Response and Surge Exercise	2. Date: 2026-07-06 3. Time: 18:22			
	4. Operational Period: # 1 Date From: 2026-07-16 Date To: 2026-07-16 Time From: 00:00 Time To: 23:59			
5. Number Of Casualties/Fatalities				
	Adult	Pediatric (<18 years old)	Total	Comments
Patients seen	35	11	46	Emergency room is at capacity. Less critical patients are being placed in the hallways. ⌵
Waiting to be seen	12	2	14	Comment ⌵
Admitted	19	2	21	Comment ⌵
Critical care bed	18	0	18	Comment ⌵
Medical/surgical bed	4	0	4	Comment ⌵
Pediatric bed	0	2	2	Comment ⌵
Discharged	10	9	19	Comment ⌵
Transferred	3	0	3	Adults to University Medical Center. More transfers are needed. ⌵
Expired	3	0	3	Comment ⌵
6. Prepared by (Patient Tracking Manager): Julia Winter 7. Facility Name : Jackson Memorial Hospital				
HICS 259 Ver 0.2				
Submit Save HICS 259 data Reset Form				