

# HICS 259 Hospital Casualty Report

## Exercise Message Submission Window

- **Aug 18 00:00 UTC – Aug 22 15:00 UTC**

**Difficulty Level:** **Basic**

**Purpose:** This exercise aims to introduce you to the HICS 259 prepared by the Planning Section Patient Tracking Manager. Should you agree to provide radio support to a hospital, familiarizing yourself with this form will be 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 Report*.
- Transmit the completed HICS 259 Hospital Casualty 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](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 \[PDF\]](#)
- 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...**

Form Server

IP address of form server:

IP port of form server:

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

**Narrative:** Your region has experienced extreme heat waves for the last several days. The National Weather Service has published heat advisories warning of heat index values up to 105. Hot temperatures and high humidity may cause heat illnesses. The regional hospital coalition has activated operational centers to coordinate emergency requests due to a surge of patients caused by the heat. Amateur radio operators have also been tasked with supporting the operational centers of their local hospitals, for which you have agreed to provide support. The hospital patient tracking manager has given you data for the HICS 259 (below) and has requested that you forward this information to the regional coordination center. Your ETO Clearinghouse will simulate being the regional coordination center.

## Winlink Thursday Exercise For Aug 21, 2025

Incident Name - Heatwave Adam

Operational Period 1 8/21/2025, 00:00 - 8/21/2025, 23:59

Patients seen: Adult 32, Pediatric 9, (in comments) Emergency room is at capacity. Less critical patients are being placed in the hallways.

Waiting to be seen: Adult 14, Pediatric 4

Admitted: Adult 22, Pediatric 2

Critical care bed: Adult 18, Pediatric 0

Medical/surgical bed: Adult 4, Pediatric 0

Pediatric bed: Adult 0, Pediatric 2

Discharged: Adult 7, Pediatric 1

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

Expired: Adult 1, Pediatric 0

Gloria Samstone, patient tracking manager

Smith County 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. Click on the **Message > New Message** menu items.
4. Within this same window, click on the **Select Template** and then expand the **Standard Forms**.
5. Click on the **HICS Forms** to expand the list.
6. Double-click **HICS 259 - Hospital Casualty-Fatality Report**.

### Fill out the Top section

1. Fill out the **Incident Name**: Heatwave Adam
2. **Date /Time Prepared**: Use autofill. Must be within the exercise submission window at the very top of exercise instructions.
3. **Operational Period**: 1 2025-08-21, 00:00 - 2025-08-21, 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 Aug 21, 2025

HICS 259 – HOSPITAL CASUALTY/FATALITY REPORT				
<span style="border: 1px solid black; padding: 2px 5px; margin: 0 auto;">Load HICS 259 data</span> <span style="float: right; color: red; font-size: small;">Form Info</span>				
<b>1. Incident Name:</b> <div style="border: 1px solid black; padding: 2px; min-height: 1.2em;">Heatwave Adam</div>	<div style="display: flex; justify-content: space-between;"> <div>2. Date: <div style="border: 1px solid black; padding: 0 10px;">2025-08-18</div></div> <div>3. Time: <div style="border: 1px solid black; padding: 0 10px;">17:17</div></div> </div>			
	<div style="display: flex; justify-content: space-between;"> <div>4. Operational Period: # <div style="border: 1px solid black; padding: 0 10px;">1</div></div> <div>Date From: <div style="border: 1px solid black; padding: 0 10px;">2025-08-21</div></div> <div>Date To: <div style="border: 1px solid black; padding: 0 10px;">2025-08-21</div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Time From: <div style="border: 1px solid black; padding: 0 10px;">00:00</div></div> <div>Time To: <div style="border: 1px solid black; padding: 0 10px;">23:59</div></div> </div>			
<b>5. Number Of Casualties/Fatalities</b>				
	Adult	Pediatric (<18 years old)	Total	Comments
Patients seen	<div style="border: 1px solid black; padding: 0 10px;">32</div>	<div style="border: 1px solid black; padding: 0 10px;">9</div>	<div style="border: 1px solid black; padding: 0 10px;">41</div>	Emergency room is at capacity. Less critical patients are being placed in the hallways. <span style="float: right;">//</span>
Waiting to be seen	<div style="border: 1px solid black; padding: 0 10px;">14</div>	<div style="border: 1px solid black; padding: 0 10px;">4</div>	<div style="border: 1px solid black; padding: 0 10px;">18</div>	Comment <span style="float: right;">//</span>
Admitted	<div style="border: 1px solid black; padding: 0 10px;">22</div>	<div style="border: 1px solid black; padding: 0 10px;">2</div>	<div style="border: 1px solid black; padding: 0 10px;">24</div>	Comment <span style="float: right;">//</span>
Critical care bed	<div style="border: 1px solid black; padding: 0 10px;">18</div>	<div style="border: 1px solid black; padding: 0 10px;">0</div>	<div style="border: 1px solid black; padding: 0 10px;">18</div>	Comment <span style="float: right;">//</span>
Medical/surgical bed	<div style="border: 1px solid black; padding: 0 10px;">4</div>	<div style="border: 1px solid black; padding: 0 10px;">0</div>	<div style="border: 1px solid black; padding: 0 10px;">4</div>	Comment <span style="float: right;">//</span>
Pediatric bed	<div style="border: 1px solid black; padding: 0 10px;">0</div>	<div style="border: 1px solid black; padding: 0 10px;">2</div>	<div style="border: 1px solid black; padding: 0 10px;">2</div>	Comment <span style="float: right;">//</span>
Discharged	<div style="border: 1px solid black; padding: 0 10px;">7</div>	<div style="border: 1px solid black; padding: 0 10px;">1</div>	<div style="border: 1px solid black; padding: 0 10px;">8</div>	Comment <span style="float: right;">//</span>
Transferred	<div style="border: 1px solid black; padding: 0 10px;">3</div>	<div style="border: 1px solid black; padding: 0 10px;">0</div>	<div style="border: 1px solid black; padding: 0 10px;">3</div>	Adults to University Medical Center. More transfers are needed. <span style="float: right;">//</span>
Expired	<div style="border: 1px solid black; padding: 0 10px;">1</div>	<div style="border: 1px solid black; padding: 0 10px;">0</div>	<div style="border: 1px solid black; padding: 0 10px;">1</div>	Comment <span style="float: right;">//</span>
<div style="display: flex; justify-content: space-between;"> <div>6. Prepared by (Patient Tracking Manager): <div style="border: 1px solid black; padding: 0 20px;">Gloria Samstone</div></div> <div>7. Facility Name: <div style="border: 1px solid black; padding: 0 20px;">Smith County Hospital</div></div> </div>				
<b>HICS 259</b> <small>Ver 0.2</small>				
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: #e6ffe6;">Submit</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #e6e6ff;">Save HICS 259 data</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #ffe6e6;">Reset Form</div> </div>				