# **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**.

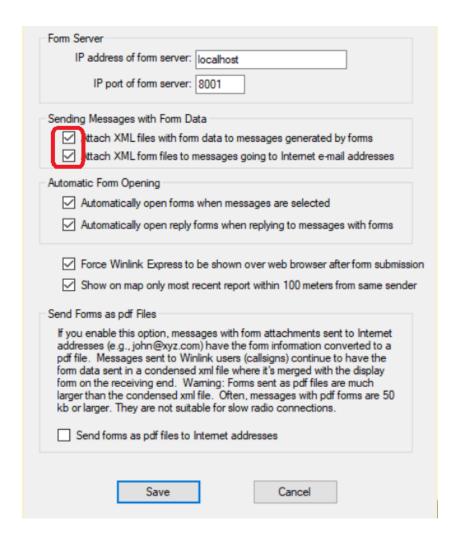
#### Resources:

General Notes on Frequently-Seen Mistakes:
 https://emcomm-training.org/Winlink Thursdays.html

- Finding your ETO Clearinghouse: <a href="https://emcomm-training.org/General-Drill-Info.html">https://emcomm-training.org/General-Drill-Info.html</a>
- 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**  $\Rightarrow$  **Form Settings**...



**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.

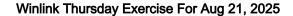
Note: Numbers are automatically totaled in the total column.

#### 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.

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**Example of Completed HICS 259 on the next page** 

HICS 259 – HOSPITAL CASUALTY/FATALITY REPORT								
Load HICS 259 data								
1. Incident Name: Heatwave Adam		te: 2025-08-18	3. Time: 17:17					
TOWN ATO PROBE		perational Period: # 1	Date From: 2025-0	Date From: 2025-08-21 Date To: 2025-08-21				
			Time From: 00:00	Time To: 23:59				
5.Number Of Casualties/Fatalities								
	Adult	Pediatric (<18 years old)	Total	Comments				
Patients seen 32		9	41	Emergency room is at capacity. Less critical patients are being placed in the hallways.				
Waiting to be seen		4	18	Comment				
Admitted 22		2	24	Comment				
Critical care bed 18		0	18	Comment				
Medical/surgical bed 4		0	4	Comment				
Pediatric bed 0		2	2	Comment				
Discharged 7		1	8	Comment				
Transferred 3		0	3	Adults to University Medical Center. More transfers are needed.				
Expired 1		0	1	Comment				
6. Prepared by (Patient Tracking Manager): Gloria Samstone 7. Facility Name : Smith County Hospital  HICS 259  Wer 0.2								
Submit Save HICS 259 data Reset Form								