



## HICS 255 - MASTER PATIENT EVACUATION TRACKING

- PURPOSE:** The HICS 255 - Master Patient Evacuation Tracking form records the disposition of patients during a facility evacuation.
- ORIGINATION:** Completed by Planning Section Situation Unit Leader or designee (Patient Tracking Manager).
- COPIES TO:** Distributed to the Planning Section Chief and the Documentation Unit Leader.
- NOTES:** The form may be completed with information taken from each HICS 260 - Patient Evacuation Tracking form. If additional pages are needed, use a blank HICS 255 and repaginate as needed.

NUMBER	TITLE	INSTRUCTIONS
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b>	Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Patient Evacuation Information</b>	
	<b>Patient Name</b>	Enter the full name of the patient.
	<b>Medical Record #</b>	Enter medical record number.
	<b>Evacuation Triage Category</b>	Indicate the categories as defined by the facility (not necessarily the same as emergency department admitting triage system).
	<b>Mode of Transport</b>	Indicate the mode of transport or write in if not indicated.
	<b>Disposition</b>	Indicate the patient's disposition.
	<b>Accepting Hospital or Location</b>	Enter the accepting hospital or location (e.g., Alternate Care Site, holding site).
	<b>Time hospital contacted &amp; report given</b>	Enter time prepared (24-hour clock).
	<b>Transfer Initiated</b>	Enter time, vehicle company, and identification number.
	<b>Medical Record Sent</b>	Indicate yes or no.
	<b>Medication Sent</b>	Indicate yes or no.
	<b>Family Notified</b>	Indicate yes or no.
	<b>Arrival Confirmed</b>	Indicate yes or no.
	<b>Admit Location</b>	Indicate the applicable site.
	<b>Expired</b>	Enter time (24-hour clock) of deceased if necessary.
4	<b>Prepared by</b>	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.