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Forms and Reports

eICS allows you to easily generate forms and reports, including the Hospital Incident Command System (HICS) forms, Response Tracker, Improvement Plan, and After Action Report. In addition to being used for compliance, forms and reports can be used to aid in planning for, responding to, and recovering from incidents. As such, some forms are accessed from within Planning, on the relevant page, while most forms are accessed from the *Incident Dashboard*.

For example:

- On the relevant page in *Planning*, you can create a summary report of IRGs, the ICS Chart, or the Library.
- During Response and Recovery, from the *Incident Dashboard*, you can print HICS forms, and Response Tracker, Improvement Plan, and After Action reports for the incident.
- During Recovery, from *Incident Reports*, you can print HICS forms, and Response Tracker, Improvement Plan, and After Action reports for listed incidents.

Forms

Numerous HICS forms are accessible through eICS and the following notes are helpful to keep in mind when working with these forms:

- HICS IV forms can be generated individually or in bulk.
- HICS 2014 Standard provides a quick start form and several other options.
- Some HICS 2014 forms have instructions attached.
- When you generate HICS forms from within eICS, some fields on the form are automatically populated with data from the incident. For example, generating the HICS 201 Incident Briefing form in eICS uses information from the incident Event Log to populate certain fields. If the information on a form is not available for the incident, an empty report is generated.

Form Access by HICS Standards

eICS offers forms from two standards: HICS IV and HICS 2014. In fact, your first step in generating most forms is to select the form standard. The HICS 2014 standard introduced several changes, including a Quick Start set of forms, a cover sheet (200), and the safety analysis form (215A).

Reports

In addition to HICS-based forms, eICS offers reports such as the Library Summary, Response Tracker, Improvement Plan, and After Action Report.

Form and Report Availability

The table below shows the forms or form sets that are available based on the current phase (planning, response, recovery) and the standard you choose.

Note: The HICS 251 - Facility Status form and all other standard HICS forms are available in your library for downloading or printing. These are blank versions of the forms that you will need to fill in manually.

Form	Phase	Standard
All Forms and Reports	Any	HICS IV
Library Summary	Planning	N/A
Plan Summary by IRG	Planning	N/A
Plan Summary Chart	Planning	N/A
200 Incident Action Plan Cover Sheet	<ul style="list-style-type: none"> • Response • Recovery 	HICS 2014
201 Incident Briefing	Response	<ul style="list-style-type: none"> • HICS IV • HICS 2014
202 Incident Objectives	<ul style="list-style-type: none"> • Response • Recovery 	<ul style="list-style-type: none"> • HICS IV • HICS 2014

Form	Phase	Standard
203 Organization Assignments List	<ul style="list-style-type: none"> • Response • Recovery 	<ul style="list-style-type: none"> • HICS IV • HICS 2014
204 Branch Assignment List	<ul style="list-style-type: none"> • Response • Recovery 	<ul style="list-style-type: none"> • HICS IV • HICS 2014
205 Incident Communications Plan	Response	HICS IV
207 Organization Chart	<ul style="list-style-type: none"> • Response • Recovery 	HICS IV
213 Incident Messages	<ul style="list-style-type: none"> • Response • Recovery 	HICS 2014
214 Operational / Activity Log	<ul style="list-style-type: none"> • Response • Recovery 	<ul style="list-style-type: none"> • HICS IV • HICS 2014
215A Incident Action Plan Safety Analysis	Response	HICS 2014
258 Hospital Resource Directory	<ul style="list-style-type: none"> • Planning • Response • Recovery 	HICS IV
Incident Action Plan Quick Start (IAPQS)	<ul style="list-style-type: none"> • Response • Recovery 	HICS 2014
Improvement Plan	<ul style="list-style-type: none"> • Planning • Response • Recovery 	<ul style="list-style-type: none"> • HICS IV • HICS 2014
Response Tracker	<ul style="list-style-type: none"> • Response • Recovery 	<ul style="list-style-type: none"> • HICS IV • HICS 2014
After Action Report	<ul style="list-style-type: none"> • Response • Recovery 	N/A
Situational Report	<ul style="list-style-type: none"> • Response • Recovery 	HICS 2014