HICS 251 Facility Systems Status Report

Exercise Message Submission Window

- **Nov 14 00:00 UTC – Nov 20 08:00 UTC**

Difficulty Level: Basic

Purpose: This exercise aims to introduce you to the HICS 251 prepared by the Operations Section Infrastructure Branch Director. Should you agree to provide radio support to a hospital, familiarizing yourself with this form will enhance your ability to relay real-time data concerning critical hospital and infrastructure systems.

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 251 Facility Systems Status Report.
- Transmit the completed HICS 251 Facility Systems Status Report to your **ETO Clearinghouse** and the tactical address **ETO-BK**.

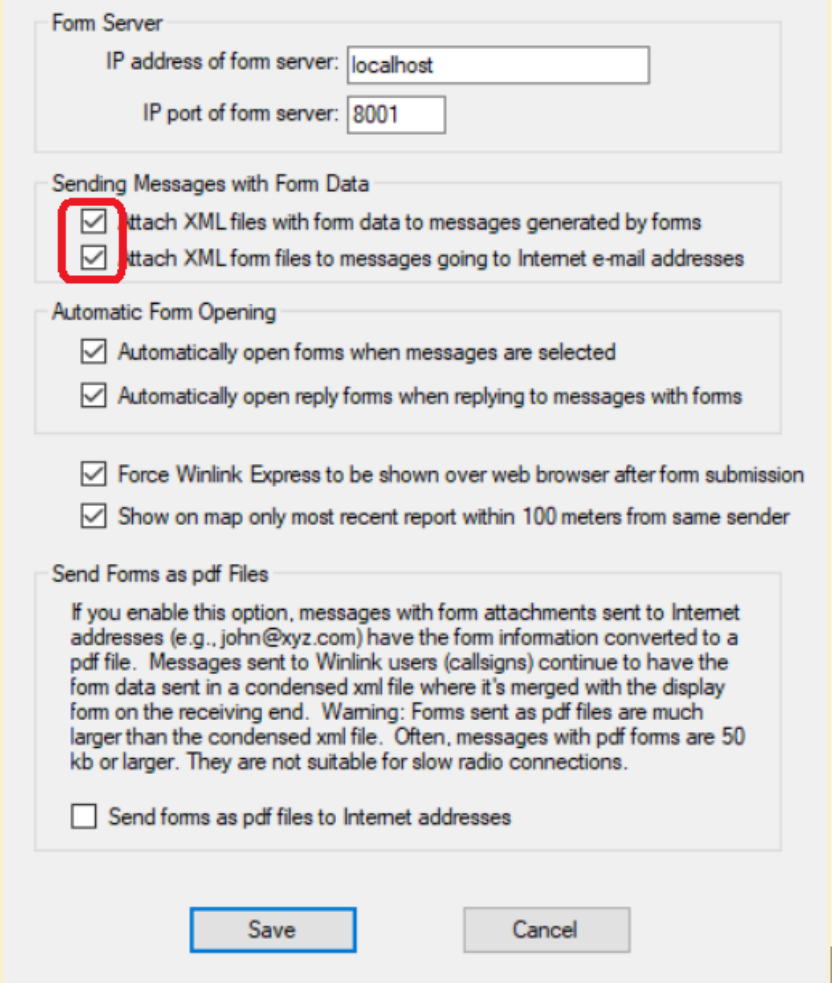
Resources:

- 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]
- 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

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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…**



Narrative: A severe derecho storm has just gone through several states in your area. The regional healthcare coalition activated its regional coordination center and has requested amateur radio support for affected hospital locations. Due to the storm, the hospital you are supporting has lost the alerting and status system. The hospital facility management team leader has given you data for the HICS 251 (below) and has requested that you forward this information to the regional coordination center. Your ETO Clearinghouse will simulate being the regional coordination center.

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Incident Name: Derecho 26

Page: 1 of 1

Operational Period (#): 1

Date from: 2026-11-14 to 2026-11-20

Time From: 00:00 to 24:00

Name of Department/Unit Reporting Status Below: Operations Section

Contact Number: 815-777-1340

Street Address: One Medical Center Drive

City: Galena

State: IL

Zip Code: 61036

Power: Partially functional. Comments: Wide spread power line damage due to wind. 3 days for repair per Jo-Carroll Energy. On backup power.

Lighting: Partially functional. Comments: Backup power limits.

Water: Fully functional. Comments: Using water storage tanks.

Sewage/Toilets: Fully functional.

Nurse Call System: Nonfunctional. Network cooling system disrupted. 1 day to fix cooling system power.

Medical Gases/Oxygen: Fully functional

Communications: Partially functional. Network cooling system disrupted. 1 day to fix cooling system power.

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Remarks: The facility management team discovered all outages including fan and duct work damage on the roof.

Prepared by: Mathew Monker

Date/Time: Use current date/time

Facility: Midwest Medical Center

Radio Operator: Enter your name

Facility LAT: 42.449085

Facility LON: -90.457806

Attach CSV data file: Yes

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 251 - Facility Status Report.***

Fill out the Top section

1. Fill out the **Incident Name**: Derecho 26
2. Fill in Page: 1 of 1
3. Fill in **Operational Period**: #1
4. Fill in Date from 2026-11-14 to 2026-11-20
5. Fill in Time from 00:00 to 24:00
6. Fill in Name of Department/Unit Reporting Status Below: Operations Section
7. Fill in Contact Number: 815-777-1340
8. Fill in Street Address: One Medical Center Drive

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9. Fill in City: Galena
10. Fill in State: IL
11. Fill in Zip Code: 61036

System Status and Comments

4a. **Power:** Select Partially functional. Add comment: Wide spread power line damage due to wind. 3 days for repair per Jo-Carroll Energy. On backup power.
4b. **Lighting:** Select Partially functional. Add comment: Backup power limits.
4c. **Water:** Select Fully functional. Add comment: Using water storage tanks.
4d. **Sewage/Toilets:** Select Fully functional.
4e. **Nurse Call System:** Select Nonfunctional. Add comment: Network cooling system disrupted. 1 day to fix cooling system power.
4f. **Medical Gases/Oxygen:** Select Fully functional.
4g. **Communications:** Select Partially functional. Add comment: Network cooling system disrupted. 1 day to fix cooling system power.

Bottom Section

7. **Remarks:** Add remark: The facility management team discovered all outages including exhaust fan and duct work damage on the roof.
8. **Prepared by:** Enter Mathew Monker
   Date/Time: Use current date/time
   Facility: Midwest Medical Center
Radio Operator: Enter your name
Facility LAT: Enter 42.449085
Facility LON. Enter -90.457806
Attach CSV data file: Click yes
Optional: Save the HICS data.
Click on the **Submit** button.
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.

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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

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Example of Completed HICS 251 on the next page

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HICS 251 – FACILITY SYSTEM STATUS REPORT

HICS - Hospital Incident Command System

Load HICS 251 Data | Form Instructions

1. Incident Name Derecho 26

Page 1 Of 1

2. Operational Period (#): 1

Date From 2026-11-14 To 2026-11-20

Time From 00:00 To 24:00

3. Name of Department / Unit Reporting Status Below Operations Section **Contact Number:** 815-777-1340

3. Street Address: One Medical Center Drive **City:** Galena **State:** IL **Zip Code:** 61036

4. System	5. Status	6. Comments If not fully functional, give location, reason, and estimated time/resources for necessary repair. Identify who reported or inspected.
4a. Power	Partially functional	Wide spread power line damage due to wind. 3 days for repair per Jo-Carroll Energy. On backup power.
4b. Lighting	Partially functional	Backup power limits.
4c. Water	Fully functional	Using water storage tanks
4d. Sewage/Toilets	Fully functional	Comments.
4e. Nurse Call System	Nonfunctional	Network cooling system disrupted. 1 day to fix cooling system power.
4f. Medical Gases / Oxygen	Fully functional	Comments.
4g. Communications IT system, telephones, pagers	Partially functional	Network cooling system disrupted. 1 day to fix cooling system power.

7. Remarks (Cracked walls, broken glass, falling light fixtures, etc.)

The facility management team discovered all outages including exhaust fan and duct work damage on the roof.

8. Prepared By: Mathew Monker **Date / Time:** 2026-11-15 16:17 **FACILITY :** Midwest Medical Center

Radio Operator Name: Rob Lowe

Facility Latitude and longitude: LAT 42.449085 LON -90.457806 MGRS 15TYH0905702770 Grid EN42sk

LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS must be entered manually. **Without properly formatted GPS coordinates this form cannot be mapped in Winlink Express.**

Attach CSV data file to message? (•) Yes ( ) No

Submit | Save HICS 251 Data | Reset Form

Vers 0.6

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