

Print Forms and Reports

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You can generate forms and reports for incidents from the **Incident Dashboard** or through **Recovery > Incident Reports**.

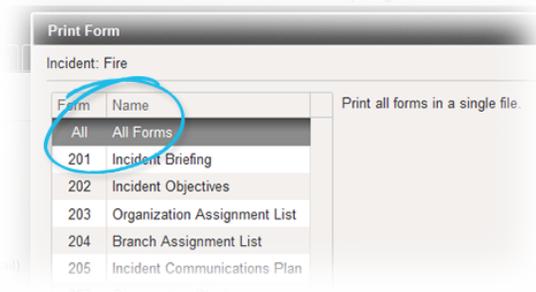
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To print forms and reports

1. Take one of these actions.

If you want to print forms or reports for...	Then...
An <i>Active</i> incident,	a. On the <i>Home</i> page, point to Response and click Incidents . The list of incidents opens. b. Locate the incident in the list and, on that row, click View . The <i>Incident Dashboard</i> opens.
An <i>Inactive</i> (<i>Ended, Closed, or Archived</i>) incident,	a. On the <i>Home</i> page, point to Recovery and click Incident Reports . The list of inactive incidents opens. b. Locate the incident in the list and click that row (not the View link).

2. At the top of the dashboard or on the right, click **Print Form**. The *Print Form* window opens.

1. To select the form standard, click **HICS IV** or **HICS 2014**.
2. In the list of forms, locate and click an individual form or the **All Forms** option.

Note: You can print the After Action Report for an incident, at any time. However, if the report has not been completed, the printed report will only contain basic, default information with no actionable details.

3. To select the output format, click **.pdf** or **.doc**.
4. If applicable, enter additional information required for specific reports.
5. Click **OK**. The report opens in a new browser window.
6. Click the icon to download or print the form.

Format Options

You can generate most forms as PDF files (.pdf) or in the standard documents format (.doc).

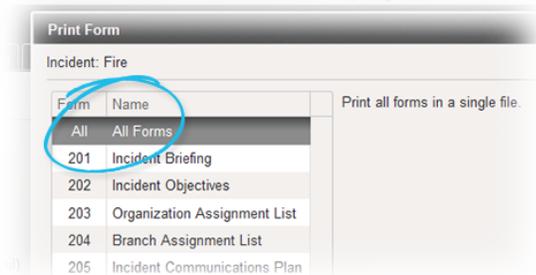
Note: You need Adobe® Reader 9 or later to access PDF forms and reports.



If you generate in .doc format, you can fill it in online. If you generate a PDF file, you can print it and fill it out manually.

All Forms Option

In addition to generating individual forms, you have the option of printing all forms at one time (HICS IV standard). The set of forms and reports is generated in PDF format, in the order they are listed in the *Print Form* window. You can print all forms from the Incident Dashboard or from the *Recovery* area. Printing these forms and reports can be very helpful when you need to produce an After Action Report on the incident. It can also be useful for capturing a snapshot of the incident as it progresses.



Incident Escalation

When incidents are escalated, changes are made to the forms and reports associated with the incident. For example, escalation is added as an event on the incident event log and the escalation event is then highlighted in HICS 201 Incident Briefing and the HICS 214 Operational Log.

Also, because escalating an incident involves pulling another Incident Response Guide (IRG) into the response effort, the HICS 202 Incident Objectives report is updated to sort objectives by IRG, and then by priority and objective name.

Additional Print Form Details

The following information may be required, depending on the selected standard, when printing forms. Enter or select information in the related fields to print the forms correctly.

HICS 200 Incident Action Plan Cover Sheet

Field	Format
Include forms	<ul style="list-style-type: none"> Incident Action Plan Quick Start HICS 202-204, 215A Forms
Print included forms	<ul style="list-style-type: none"> Select = Yes Clear = No

HICS 201 Incident Briefing

Field	Format
Select the start date and time for log entries on this report:	MM/DD/YYYY
	0:00 - 23:59

HICS 202 Incident Objectives

Field	Valid Values
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Select the positions for this report	<ul style="list-style-type: none"> • Select All • List of positions based on your ICS depth chart
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HICS 214 Operational Log/Activity Log

Field	Valid Values or Format
Select the positions for this report	<ul style="list-style-type: none"> • All Positions • List of positions based on your ICS depth chart
Select log entries for this report	<ul style="list-style-type: none"> • Select All • List of entries based on your system

HICS 258 Hospital Resource Directory

Field	Valid Values or Format
Order by	<ul style="list-style-type: none"> • Resource type • Contact name • Exclude blank rows

Improvement Plan

Field	Issue: Valid Values or Format
View	<ul style="list-style-type: none"> • Improvement Issue • All • Created Between MM/DD/YYYY and MM/DD/YYYY
Sort by	<ul style="list-style-type: none"> • Date • Status
Responsible Party	NA (
Issue or Action Statuses to Include	<ul style="list-style-type: none"> • All • Open • Closed • Deleted