



# HICS 260 - PATIENT EVACUATION TRACKING FORM

<b>1. Date</b>		<b>2. From (Unit)</b>	
<b>3. Patient Name</b>		<b>4. DOB</b>	<b>5. Medical Record Number</b>
<b>6. Diagnosis</b>		<b>7. Admitting Physician</b>	
<b>8. Family Notified</b> <input type="checkbox"/> YES <input type="checkbox"/> NO NAME: _____ CONTACT INFORMATION: _____			
<b>9. Mode of Transport</b>		<b>10. Accompanying Equipment</b> (check those that apply)	
<input type="checkbox"/> Hospital Bed <input type="checkbox"/> Gurney <input type="checkbox"/> Wheelchair <input type="checkbox"/> Ambulatory <input type="checkbox"/> Other:		<input type="checkbox"/> IV Pump(s) <input type="checkbox"/> Oxygen <input type="checkbox"/> Ventilator <input type="checkbox"/> Chest Tube(s) <input type="checkbox"/> Other:	
		<input type="checkbox"/> Isolette/Warmer <input type="checkbox"/> Traction <input type="checkbox"/> Monitor <input type="checkbox"/> A-Line/Sw an <input type="checkbox"/> Other:	
		<input type="checkbox"/> Foley Catheter <input type="checkbox"/> Halo-Device <input type="checkbox"/> Cranial Bolt/Screw <input type="checkbox"/> Intraosseous Device <input type="checkbox"/> Other:	
<b>11. Special Needs</b>			
<b>12. Isolation</b> <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE: _____ REASON: _____			
<b>13. Evacuating Clinical Location</b>		<b>14. Arriving Location</b>	
ROOM #	TIME	ROOM #	TIME
ID BAND CONFIRMED BY:	<input type="checkbox"/> YES <input type="checkbox"/> NO	ID BAND CONFIRMED BY:	<input type="checkbox"/> YES <input type="checkbox"/> NO
MEDICAL RECORD SENT	<input type="checkbox"/> YES <input type="checkbox"/> NO	MEDICAL RECORD RECEIVED	<input type="checkbox"/> YES <input type="checkbox"/> NO
BELONGINGS	<input type="checkbox"/> WITH PATIENT	BELONGINGS RECEIVED	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> LEFT IN ROOM <input type="checkbox"/> NONE		
VALUABLES	<input type="checkbox"/> WITH PATIENT	VALUABLES RECEIVED	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> LEFT IN SAFE <input type="checkbox"/> NONE		
MEDICATIONS	<input type="checkbox"/> WITH PATIENT	MEDICATIONS RECEIVED	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> LEFT ON UNIT <input type="checkbox"/> PHARMACY		
<b>PEDS / INFANTS</b>		<b>PEDS / INFANTS</b>	
BAG/MASK WITH TUBING SENT	<input type="checkbox"/> YES <input type="checkbox"/> NO	BAG/MASK /W TUBING RCVD	<input type="checkbox"/> YES <input type="checkbox"/> NO
BULB SYRINGE SENT	<input type="checkbox"/> YES <input type="checkbox"/> NO	BULB SYRINGE RECEIVED	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>15. Transferring to another Facility / Location</b>			
TIME TO STAGING AREA		TIME DEPARTING TO RECEIVING FACILITY	
<b>Destination</b>			
TRANSPORTATION	<input type="checkbox"/> AMBULANCE. #	AGENCY	<input type="checkbox"/> HELICOPTER <input type="checkbox"/> OTHER
ID BAND CONFIRMED	<input type="checkbox"/> YES <input type="checkbox"/> NO	BY	
DEPARTURE TIME:			
<b>16. Prepared by</b>			
PRINT NAME: _____		SIGNATURE: _____	
DATE/TIME: _____		FACILITY: _____	



**Purpose:** Detail and account for patients transferred to another facility  
**Origination:** Inpatient/Outpatient Unit Leader or Casualty Care Unit Leader  
**Copies to:** Patient Tracking Manager, Medical Care Branch Director, evacuating clinical location, and Documentation Unit Leader

## HICS 260 - PATIENT EVACUATION TRACKING FORM

- PURPOSE:** The HICS 260 - Patient Evacuation Tracking Form documents details and account for patients transferred to another facility.
- ORIGINATION:** Completed by the Operations Section as appropriate: the Inpatient Unit Leader, the Outpatient Unit Leader, or the Casualty Care Unit Leader, depending on where the identified patient is located.
- COPIES TO:** The original is kept with the patient through actual evacuation. Copies are distributed to the Patient Tracking Manager, the Medical Care Branch Director, the evacuating clinical location, and the Documentation Unit Leader.
- NOTES:** The information on this form may be used to complete HICS 255, Master Patient Evacuation Tracking Form. Additions or deletions may be made to the form to meet the organization's needs.

NUMBER	TITLE	INSTRUCTIONS
1	<b>Date</b>	Enter the date of the evacuation.
2	<b>From</b>	Enter the Unit the patient is leaving from.
3	<b>Patient Name</b>	Enter the patient's full name.
4	<b>DOB</b>	Enter the patient's date of birth (DOB).
5	<b>Medical Record Number</b>	Enter the patient's medical record number.
6	<b>Diagnosis</b>	Enter the primary diagnosis/diagnoses.
7	<b>Admitting Physician</b>	Enter the name of the patient's admitting physician.
8	<b>Family Notified</b>	Check yes or no; enter family contact information.
9	<b>Mode of Transport</b>	Identify mode of transportation needed.
10	<b>Accompanying Equipment</b>	Check appropriate boxes for any equipment being transferred with the patient.
11	<b>Special Needs</b>	Indicate if the patient has special needs, assistance, or requirements.
12	<b>Isolation</b>	Indicate if isolation is required, the type, and the reason.
13	<b>Evacuating Clinical Location</b>	Fill in information and check boxes to indicate originating room and what was sent with the patient (records, medications, and belongings).
14	<b>Arriving Location</b>	Fill in information and check boxes to indicate patient's arrival at the new location and whether materials sent with the patient were received.
15	<b>Transferring to another Facility / Location</b>	Document arrival and departure from the staging area, confirmation of ID band, and type of transportation used.
16	<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.