

# Clallam County ARES

## General Message Form

Completing the ICS- 213

Presented By:

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# Objectives

- Understand the sections of the ICS 213 General Message Form
- Learn what content belongs in each section
- Practice completing a form
- Review the form after completion

# About the Form

- The ICS 213 General Message Form is available in:
  - Printed form as a single page
    - Used as a tactical message form for the field
  - Printed as a three part “carbonless” form
    - Information entered on the top page [**Yellow**] is “carbon” copied to the second page [**WHITE**] and on to the third page [**PINK**]
  - **Yellow** page goes to “Person Receiving General Message”
  - White page goes to “Sender”
  - **Pink** Page is the “Reply to the Sender” if required

# ICS Form 213 [Field]

ARES Operations Manual

Mission #

## GENERAL MESSAGE

Message #

FIELD 213 ICS

<b>TO:</b>		<b>Position:</b>		
<b>FROM:</b>		<b>Position:</b>		
<b>SUBJECT:</b>	<b>PRECEDENCE</b>	<b>COUNT</b>	<b>DATE</b>	<b>TIME</b>
<b>MESSAGE:</b>				
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				
<b>SIGNATURE/POSITION:</b>		<b>Date Sent</b>	<b>Time Sent</b>	<b>Callsign</b>
<hr/>		<hr/>	<hr/>	<hr/>

## GENERAL MESSAGE REPLY

FIELD 213 ICS

<b>TO:</b>		<b>Position:</b>		
<b>FROM:</b>		<b>Position:</b>		
<b>SUBJECT:</b>	<b>PRECEDENCE</b>	<b>COUNT</b>	<b>DATE</b>	<b>TIME</b>
<b>MESSAGE:</b>				
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				
<b>SIGNATURE/POSITION:</b>		<b>Date Sent</b>	<b>Time Sent</b>	<b>Callsign</b>
<hr/>		<hr/>	<hr/>	<hr/>

# ICS Form 213 [Standard]

☆U.S. GOVERNMENT PRINTING OFFICE: 1995-690-633

MISSION #

MESSAGE #

## GENERAL MESSAGE

**TO:**

POSITION

**FROM:**

POSITION

**SUBJECT:**

PRECEDENCE

ROUT

DATE

**MESSAGE:**

SIGNATURE/POSITION

DATE TX/RX TIME TX/RX Call Sign

**REPLY**

DATE

TIME

SIGNATURE/POSITION

DATE TX/RX TIME TX/RX Call Sign

213 ICS 1/79  
NFES 1336

PERSON RECEIVING GENERAL MESSAGE KEEP THIS COPY

(SENDER): REMOVE THIS COPY FOR YOUR FILES

# Sections of the Form

- **Header**

- **Message**

- **Message Signature Block**

- **Reply**

- **Reply Signature Block**

- Mission# **GENERAL MESSAGE** Message#
- **To:** Position:
- **From:** Position:
- **Subject:** Precedence: Count: Date: Time:

- Message:

- Signature Position
- Date Sent: Time Sent: Call Sign:
- **REPLY:**

- Date: Time: Signature/Position :
- Date Sent: Time Sent: Call Sign:
- 

- **Yellow Copy**- Person Receiving General Message
- **White Copy**- Sender
- **Pink Copy**- Return this copy to sender on Reply

## Mission #

## Header

## Message #

To: Recipient

Position: Recipient's Position

From: Originator

Position: Originator's Position

Subject: What the Message is about    Pre: Precedence Count    Date    Time  
Date/Time [must be local] form completed

- . Full names of recipient and originator should be used
  - Daniel W. Abbott- not- Dan or D w Abbott or Abbott or D Abbott
- . ICS always uses functional, incident position titles
  - Incident commander or strike team leader
- . Subject should be concise and summarize topic of message
- . Precedence- *Emergency*-P-R-HW [**EMERGENCY** must be written]
- . Count- For use by radio operator
- . Date and Time form was completed

# ICS Form 213 [Header]

ARES Operations Manual

Mission #  
09T7436

**GENERAL MESSAGE**

Message #  
179

FIELD 213 ICS

TO: RON PANNAGAN		Position: Incident Commander		
FROM: Jody Smith		Position: SHELTER MANAGER 5		
SUBJECT: Supplies	PRECEDENCE P	COUNT 14	DATE 07DEC09	TIME 0630
MESSAGE:				

# Message

- Message goes here-----
- No more than 25 words
- Must be legible
- Use an X as a period
- No other punctuation is used

# ICS 213 [Message]

MESSAGE:

REQUEST	Blankets	Food	And	Medical
Supplies	For	100	people	ABAP
X	shelter	AT	Capacity	

# Message Signature Block

- Signature: Position:
- Originator Signs Message and prints position title here

# ICS 213 [Signature/Position]

SIGNATURE/POSITION:			
	Date Sent <sup>CK</sup>	Time Sent <sup>CK</sup>	Callsign
Jody Smith / Site / Tea Mangen 5	07 DEC 09	0743	N7DWA

# Date/Time/Call

- This is for the radio operator use only
- Date Sent
- Time Sent [LOCAL]
- Call Sign of radio operator

# Reply

- Reply goes here-----
- Must be readable
- No more than 25 words

# ICS 213 [Reply]

TO: Jody Smith		Position: SHELTER MANAGER 5		
FROM: RON PANNAGAN		Position: INCIDENT COMMANDER		
SUBJECT: Supplies	PRECEDENCE P	COUNT 6	DATE 07 DEC 09	TIME 0935
MESSAGE: Supplies should ARRIVE Today by 1800				
SIGNATURE/POSITION:				
Ron Pannagan Incident Commander	Date Sent 07 DEC 09	Time Sent 0954	Callsign N7DWA	

# Reply Signature Block

- Date:                      Time:                      Signature/Position:
  
- When you are done with your reply sign and print your position, then add date and time

# Date/Time/Call

- Date sent:      Time Sent:      Call Sign:
- This is for the radio operator only
- Date Sent
- Time Sent [LOCAL]
- Call Sign of radio operator

# Exercise-Originator

- Fill out the originator portion of the form.
- Fill out Originator signature block.

# Exercise-Recipient

- Hand your message to the right
- Write a reply message on message received
- Complete the Reply Signature Block

# Review

- Hand the form to the front of you
- We'll now review the forms to see how we did.

# Questions And Discussion

# Feedback

- Are you now confident that you know how to complete this form
- Are there any things this lesson left out?

# Message Flow and Accountability

**ICS 213 Form**

# Objectives

1. Understand the flow of a message thru the system.
2. How the message is accounted for.

# Message Flow

## Outgoing Messages

Once the message is completed, the following procedures will take place:

1. Message in whole will be taken to the logger, where it will be logged in with Msg#/Date/Time

# Outgoing Message

2. Logger passes the message to the radio room for transmission.
3. Once transmission is complete the message returns to the logger where the Date/Time TX will be logged.
4. The **White** copy will be returned to the Sender allowing for the accountability of the message.

# Outgoing Message

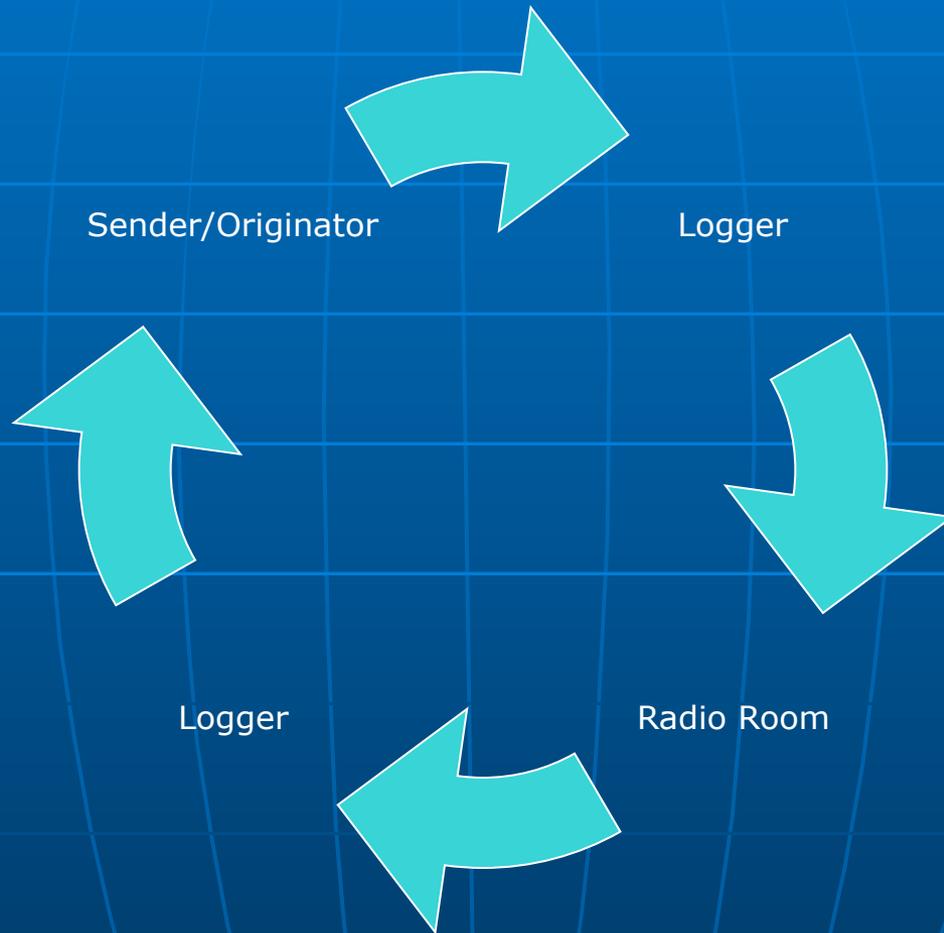
If the message requires a reply, the following happens:

1. When an incoming reply is received at the radio room, the radio operator will go to the logger and request message by msg.#.
2. Once the message is received, the form will return to the logger from the radio room to have the Date/Time RX recorded.

# Outgoing Message

3. The logger will now send the **Pink** copy of the form back to the sender.
4. Logger files the **Yellow** copy in chronological order.
5. Message cycle is now complete.

# Outgoing Messages



QUESTIONS???

Comments!!!!

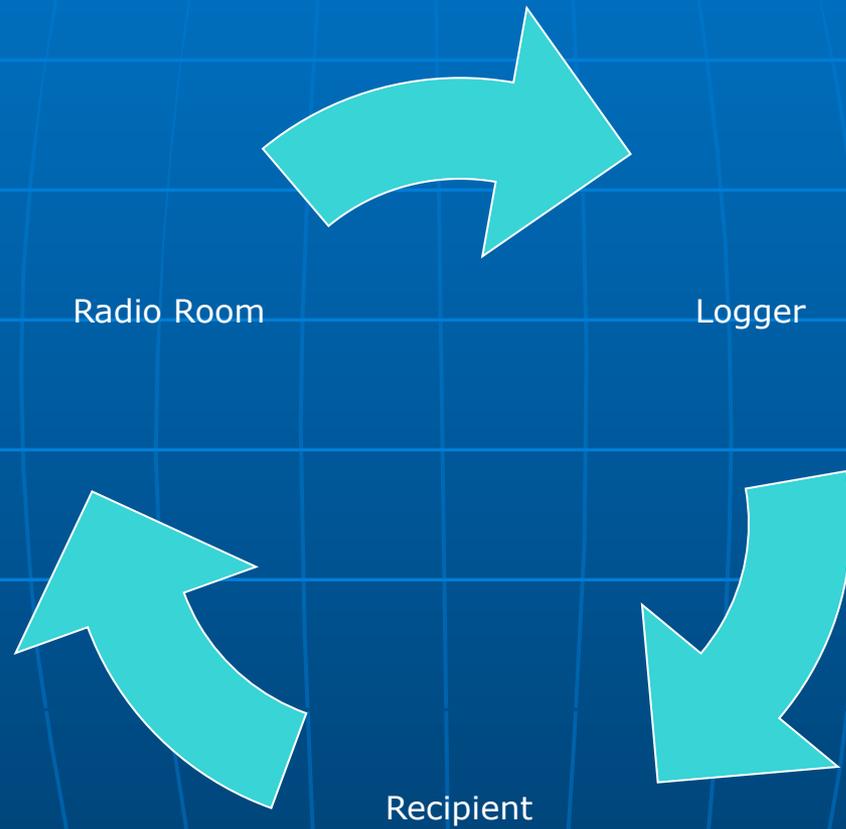


# Incoming Messages

## Flow and accountability of an Incoming Message

1. Radio Room receives message and passes it along to the logger noting Date/Time/Call RX.
2. Logger assigns Msg#, notes Date/Time and passes the message to the recipient Keeping the **WHITE** copy.

# Incoming Message



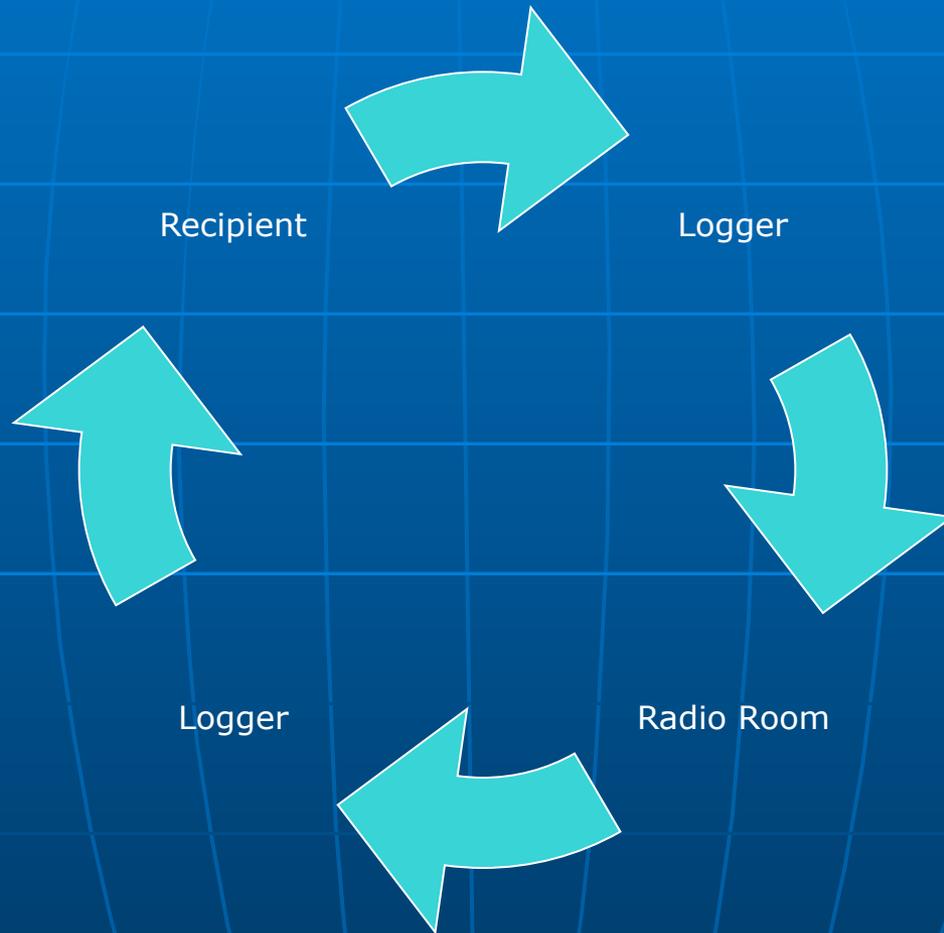
# Incoming Messages

3. The recipient process's the message.
4. If a reply is required, the recipient sends the message back to the logger [both **yellow** and **pink** copies].
5. Logger notes Date/Time and sends to Radio Room.

# Incoming Message

1. Radio Room sends message noting Date/Time/Call of TX, and returns it to the logger.
2. Logger notes Date/Time/Call of TX. Keeps the yellow copy filling the **White** and **Yellow** together in chronological order. **Pink** copy is returned to the recipient maintaining accountability.

# Reply to Incoming Message



Questions????

Comments!!!!