

Clallam County ARES

General Message Form

Completing the ICS- 213

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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

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

GENERAL MESSAGE REPLY

FIELD 213 ICS

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

ICS Form 213 [Standard]

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MISSION # MESSAGE #

GENERAL MESSAGE

TO:	POSITION
FROM	POSITION
SUBJECT	PRECEDENCE ROUTE
MESSAGE:	DATE

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 Pannagaxl		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	

SIGNATURE POSITION

Message Signature Block

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

ICS 213 [Signature/Position]

SIGNATURE/POSITION:

Jody Smith / Site Manager 5	Date Sent ^{CK} 07 DEC 09	Time Sent ^{CK} 0743	Callsign N7DWA
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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

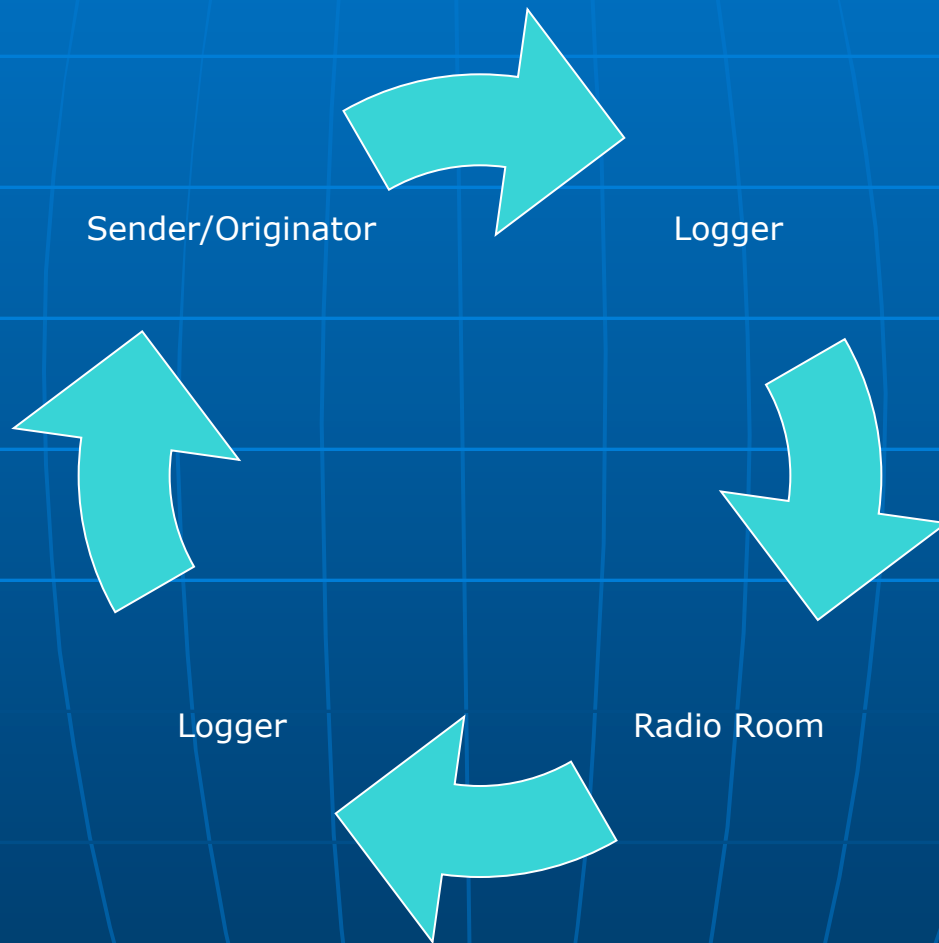
If the message requires a reply, the following happens:

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???

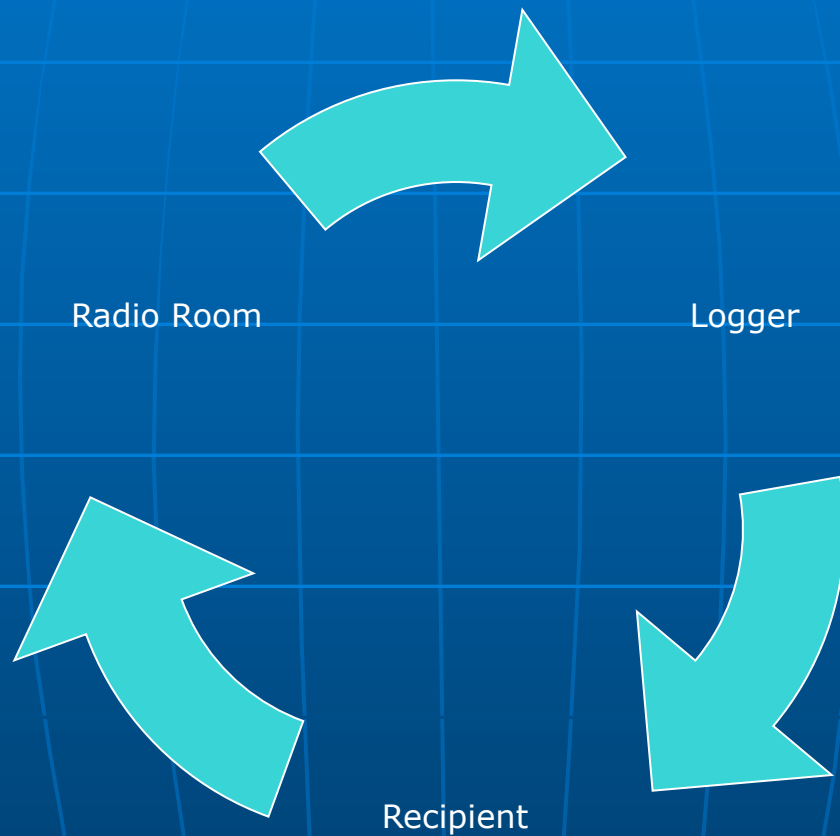
Comments!!!!

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



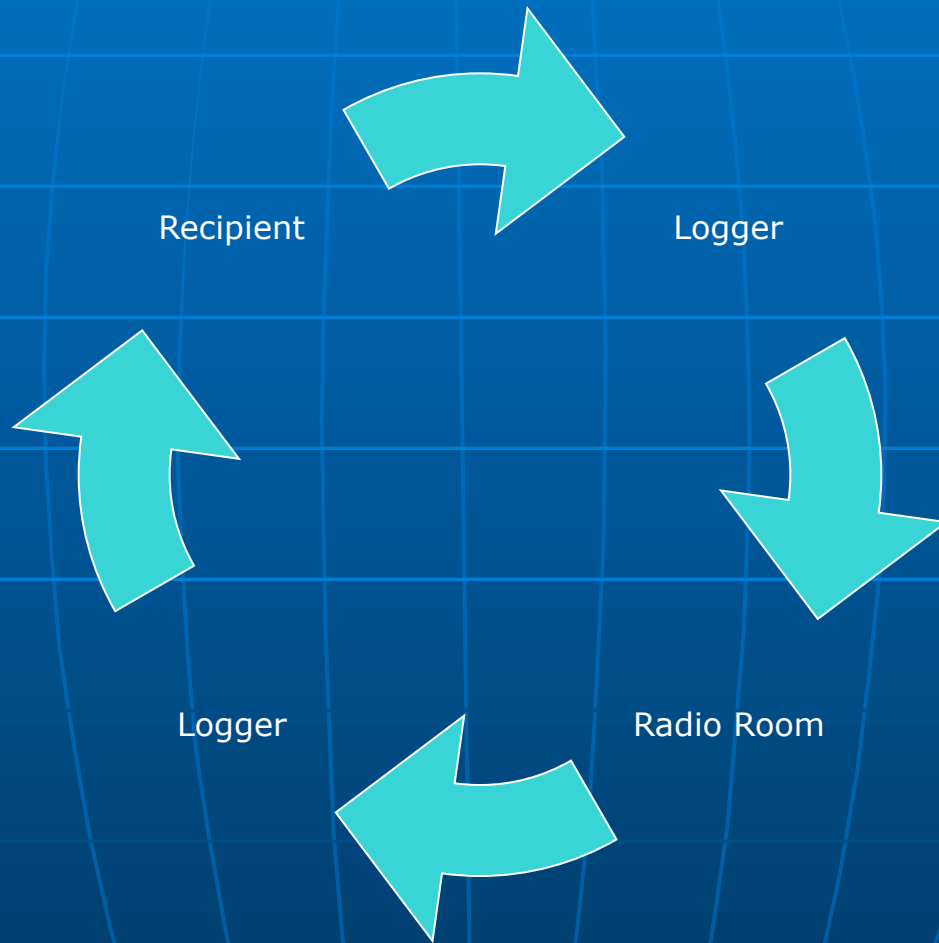
Incoming Messages

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!!!!