

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
<p style="color: blue;">Comments (not for inclusion in the message you send): This is an example of the rare message that might be originated by an Amateur Radio operator rather than by an official they are providing communications support to. In this situation, the fastest way to get a severe weather report to NWS might be to check out of whatever voice net you are participating in and switch over to the Skywarn repeater to pass your report directly to NWS. If that wasn't possible, the message could be sent directly to the Skywarn email address, assuming that operator has access to a functional RMS Gateway. A third option would be to send the report to the radio operator at the EOC with a request to forward it to NWS by whatever means they have at their disposal.</p> <p style="color: blue;">But the first two options are out of scope for this exercise, so for this exercise only, if you choose send a message like this one, send it to WA3YOO (or MDMONTEOC, the Winlink tactical address of our station at the Montgomery County EOC). Don't send any messages to Skywarn -- they aren't participating in the drill and will be thoroughly confused!</p> <p style="color: blue;">And remember your Skywarn training. Hail size should be reported in comparison to a coin of other common object -- dime, nickel, quarter, golf ball, etc. "High wind" is meaningless in a severe weather report. If you don't have access to a wind speed gauge, report the impact in terms of observed damage to trees, structures, or vehicles.</p>		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

ICS 213 General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).