

ICS-213 Message Training

ICS-213 Messages

Using the National Traffic System (NTS) process to relay ICS-213 General Message Form messages.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: Date	

A form is what a message is written on when it is delivered to the addressee. The ICS-213 General Message Form is an interoffice memo. While users may use the form to communicate between various locations, the form itself has no process for efficient and reliable relaying of the message. However, the form can be divided into sections that correspond to the NTS process format. The NTS process can then be used to relay the message efficiently and reliably.

Original ICS-213 Message

An ICS-213 has no Preamble information for message identification and error checking. This information is added by writing it at the top of the form.

The NTS Addressee consists of the ICS-213 form's To:, From:, Subject:, Date:, and Time:.

The NTS Text consists of the ICS-213 form's Message: text.

The NTS Signature consists of the ICS form's Approved By:.

How to handle the Reply section of the ICS-213 is discussed later in the Reply ICS-213 Message chapter of this document.

Preamble	Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date Filed
GENERAL MESSAGE (ICS 213)								
Addressee	1. Incident Name (Optional):							
	2. To (Name and Position):							
	3. From (Name and Position):							
Text	4. Subject:					5. Date: Date	6. Time HHMM	
	7. Message:							
Signature	8. Approved by: Name: _____ Signature: _____ Position/Title: _____							
	9. Reply:							
	10. Replied by: Name: _____		Position/Title: _____		Signature: _____			
ICS 213					Date/Time: Date			

This is another view of how the parts of an ICS-213 form relate to the NTS process.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):
 2. To (Name and Position):
 3. From (Name and Position):
 4. Subject: 5. Date: 6. Time:
Date Hour:Min

7. Message:
 [Large empty box for message content]

8. Approved by: Name: Signature: Position/Title:
 9. Reply:
 [Large empty box for reply content]

10. Replied by: Name: Position/Title: Signature: Date/Time: Date:
 ICS 213

Kitsap County ARES/RACES/ACS Message Form

Number Precedence HX Station of Origin
 Check Place of Origin Time Filed Date Filed
 Addressee: Radio Operator Only

<BREAK>

<BREAK>
 Signature:

Operator Notes: Radio Operator Only
 Name or Call Sign of Operator
 From Time Date To Time Date
 Received: Sent:
 <END-OF-MESSAGE> AB7Y20090602

Once the information on the ICS-213 is assigned to the related parts of the NTS process, the message is simply handled as a formal message relayed via amateur radio.

Reply ICS-213 Message

The recipient of the ICS-213 message may want to send a reply. A reply is created using the same method of assigning the sections of the ICS-213 message to the corresponding parts of an NTS message.

Because the To: and From: must be reversed, and a new Subject: created to link the reply message to the original message, and a new Date: and Time: entered, the reply message is converted into an new original ICS-213 message. The original To: becomes the new From:. The original From: becomes the new To:. The new Subject: identifies the message as a reply to the original message's Number and Station of Origin thus providing an identifying link to the original message.

GENERAL MESSAGE (ICS 213)			
1. Incident Name (Optional):			
2. To (Name and Position):			
3. From (Name and Position):			
4. Subject:	5. Date: <small>Date</small>	6. Time: <small>HHMM</small>	
7. Message:			
8. Approved by: Name: _____ Signature: _____ Position/Title: _____			
9. Reply:			
10. Replied by: Name: _____ Position/Title: _____ Signature: _____			
ICS 213			

GENERAL MESSAGE (ICS 213)			
1. Incident Name (Optional):			
2. To (Name and Position):			
3. From (Name and Position):			
4. Subject:	5. Date: <small>Date</small>	6. Time: <small>HHMM</small>	
7. Message:			
8. Approved by: Name: _____ Signature: _____ Position/Title: _____			
9. Reply:			
10. Replied by: Name: _____ Position/Title: _____ Signature: _____			
ICS 213			

The Subject: should say, "REPLY TO MESSAGE <NUMBER> <STATION OF ORIGIN>".

The Preamble for the new message is then filled in and the message sent as an NTS message.

In this example, a message is relayed and delivered to the addressee.

Create message Preamble **21 P PFDACC 8 POULSBO 11:35L JUN 6**

GENERAL MESSAGE (ICS 213)

Addressee	1. Incident Name (Optional):		
	2. To (Name and Position): KITSAP COUNTY EOC INCIDENT COMMAND VIA KCEOC		
	3. From (Name and Position): POULSBO SHELTER MANAGER VIA PFDACC		
	4. Subject: SUPPLY REQUEST		5. Date: JUNE 6
Say BREAK and wait for receiving station to say GO	7. Message:		
	SEND 144 BOTTLES OF WATER TO POULSBO SHELTER		
Text	8. Approved by: Name: MARY MITCHELL Signature: _____ Position/Title: SHELTER MANAGER		
	9. Reply:		
Say BREAK and wait for receiving station to say GO	10. Replied by: Name: _____		Signature: _____
	ICS 213	Date/Time: Date	

The message recipient writes a reply.

21 P PFDACC 8 POULSBO 11:35L JUN 6

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): KITSAP COUNTY EOC INCIDENT COMMAND VIA KCEOC		
3. From (Name and Position): POULSBO SHELTER MANAGER VIA PFDACC		
4. Subject: SUPPLY REQUEST	5. Date: JUNE 6	6. Time: 1130
7. Message: SEND 144 BOTTLES OF WATER TO POULSBO SHELTER		
8. Approved by: Name: MARY MITCHELL Signature: _____ Position/Title: SHELTER MANAGER		
9. Reply: WATER HAS BEEN SENT		
10. Replied by: Name: JANE DURBIN Position/Title: LOGISTICS Signature: _____		
ICS 213	Date/Time: June 6 / 1150	

The reply message is relayed back to the original message sender.

Create message Preamble **459 P KCEOC 4 BREMERTON 11:55L JUN 6**

GENERAL MESSAGE (ICS 213)

Addressee	1. Incident Name (Optional):		
	2. To (Name and Position): POULSBO SHELTER MANAGER VIA PFDACC		
	3. From (Name and Position): KITSAP COUNTY EOC INCIDENT COMMAND VIA KCEOC		
Say BREAK and wait for receiving station to say GO	4. Subject: REPLY TO MESSAGE 21 PFDACC		5. Date: JUNE 6
			6. Time: 1150
Text	7. Message: WATER HAS BEEN SENT		
	8. Approved by: Name: JANE DURBIN Signature: _____ Position/Title: LOGISTICS		
Signature	9. Reply:		
	10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
	ICS 213	Date/Time: Date	

The reply is added to the original message for delivery to the originator of the original message.

21 P PFDACC 8 POULSBO 11:35L JUN 6

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position): KITSAP COUNTY EOC INCIDENT COMMAND VIA KCEOC		
3. From (Name and Position): POULSBO SHELTER MANAGER VIA PFDACC		
4. Subject: SUPPLY REQUEST	5. Date: JUNE 6	6. Time: 1130
7. Message: SEND 144 BOTTLES OF WATER TO POULSBO SHELTER		
8. Approved by: Name: MARY MITCHELL Signature: _____ Position/Title: SHELTER MANAGER		
9. Reply: WATER HAS BEEN SENT		
10. Replied by: Name: JANE DURBIN Position/Title: LOGISTICS Signature: _____		
ICS 213	Date/Time: June 6 / 1150	