Garland Radio Amateur Civil Emergency Service
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ICS 213 General Message Form - Guide for RACES/ARES Communicators

Radio operators supporting an event or incident will generally receive hard copy 213s for radio transmission or generate hard copy 213s from received radio transmissions. This document is intended as an aid in using and handling the ICS 213 form. If a radio operator becomes the individual originating or replying with this form, add your call and unit number as part of your signature.

This form does not have a box for a **message number**. The radio operator can add value to all messages handled by adding a message number which can be used for tracking and logging. A message number can be in the far right of Line 1, "Incident Name." Use at least three digits with leading zero's or one provided by the message center.

Log all messages handled. (Typically a ICS214 Activity Log) The operator may want to make a copy for personal retention.

Instructions for Completing the ICS 213 General Message Form (Sept. 2010 version)

Purpose - The General Message form is used by: (1) Incident/event dispatchers to record incoming messages which cannot be orally transmitted to the intended recipients. (2) Command Post and other incident/event personnel to transmit messages to the Incident/Event Communications Center for transmission via radio or telephone to the addressee. (3) To send any message or notification to incident/event personnel which require hard-copy delivery.

Initiation of Form - The General Message form may be initiated by incident/event dispatchers and any other personnel on an incident/event.

Distribution - Upon completion (received electronically), the General Message may be hand carried to either the addressee or to the incident/event Communication Center for transmission.

1-Incident Name –Indicates name of incident/event. This is an aid for unified command when working multiple incidents/events.

2-To - Indicate Person and position (use first initial and last name) the General Message is intended for. Be specific. Indicate appropriate designation and location of sender (agency names).

3-From - Indicate Unit/Person the General Message is from. Include appropriate designation and location of sender.

4-Subject - Should reflect message content.

5-Date - Enter the date (MM/DD/YYYY) of message.

6-Time - Use local time in 24 hour format.

7-Message - Try to be concise and to the point. Think through your message before writing it down, be concise.

8-Approved By – Enter name, signature* and ICS position/title of individual approving message.

9-Reply - The Unit/Person who receives the message enters a reply to the message. (If reply is a separate message make reference to original message number)

10-Replied By - Enter name, signature* and ICS position/title of individual replying to message. Enter date (MM/DD/YYYY) and time prepared (local 24 hour clock).

*The Signature Demonstration Symbol, /S/, may be used to indicate that the original ICS 213 was duly signed is an accepted practice. Example; /S/ John Doe or /John Doe/ (may not be accepted in all areas)

The General Message form was initially designed as a three-part form for use within the ICP or EOC. Make copies as needed. The ICS 213 General Message Form is now increasingly used for messages between parties who are not in the same location. Because the nature of incident communications is generally urgent, the form is often originated in one location and transmitted electronically to another location. Local agencies may use alternate versions of the ICS 213.