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

RACES/ARES 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 understanding and handling the ICS 213 form. If a RACES/ARES 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 place for a **message number**. The RACES/ARES radio operator can add value to all messages handled by adding a message number which can be used for tracking and logging. Place a message number in the heading to the right of "GENERAL MESSAGE", which you generate (use at least three digits with leading zero's) or one generated by the message center followed by a slash and your call sign and unit number. Log all messages handled.

ICS Instructions for Completing the General Message Form (ICS-213)

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. A .rtf formatted form of the ICS-213 is best for radio transmissions.

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

To - Indicate Unit/Person the General Message is intended for. Be specific. Indicate appropriate designation and location of sender.

Position – Use functional, Incident position title of addressee. e.g., Communications Unit Leader, Simpson Camp, Ground Support, etc.

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

Subject - Should reflect message content.

Date - Enter the date and time. Use local time in 24 hour format.

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

Signature - Record signature and title of person sending message.

Reply - This section is intended to be used by the Unit/Person who receives the message to reply to your message. If reply is a separate message make reference to original message number.

Date - Record the date and time of reply. Use local time in 24 hour format.

Signature - Record signature and title of person replying.

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 in use within the ICS is a three-part form. White Copy/Pink Copy Both copies are sent by person who initiates the message. Yellow Copy Retained by the person who initiates the message. Pink Copy May be returned to the person who initiates the message. In some cases a single part form is used. Make copies as needed.