The logo is a circular emblem with a red outer ring containing the text "EMERGENCY COMMUNICATIONS" at the top and "THUR RADIO AMATEUR OPERATIONS" at the bottom. The inner blue circle features a satellite at the top, a laptop in the center, a parabolic dish at the bottom left, and a radio tower at the bottom right, with yellow lightning bolts indicating signal transmission. The acronym "A.C.S." is written in large yellow letters at the bottom of the inner circle.

Pinellas ACS Tabletop Exercise

ICS 213 General Message Exchange

Mike Drake

WA1RYQ



Agenda



- Overview of message forms
- Tabletop Exercise



ARRL Radiogram

PREAMBLE

ADDRESSEE

MESSAGE TEXT

SIGNATURE

RELAY AND DELIVERY RECORDS

ARRL — the national association for Amateur Radio™

RADIOGRAM

NUMBER 13	PRECEDENCE P	HX	STATION OF ORIGIN WA1RYQ	CHECK 11	PLACE OF ORIGIN BAUDER ELEMENTARY	TIME FILED 1550 EST	DATE OCT 09
TO CLAYTON PARROT PINELLAS EOC				THIS RADIO MESSAGE WAS RECEIVED AT			
PHONE NUMBER 727 123 4567				AMATEUR STATION _____ PHONE _____			
E-MAIL EMAIL ATSIGN DOMAIN DOT COM				NAME _____ E-MAIL _____			
				STREET _____			
				CITY, STATE, ZIP _____			
BAUDER ELEMENTARY SCHOOL SHELTER IS 5 HEADS SHORT OF FULL CAPACITY							
JAMES T KIRK BAUDER SHELTER ADMINISTRATOR							
FROM REC'D		DATE	TIME	TO SENT W4ACS		DATE OCT 09	TIME 1558 EST

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

Date/Time



ICS 213 General Message Form

Purpose

- Used to record incoming messages that cannot be orally transmitted to the intended recipients.
- 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.

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:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213		

ADDRESSEE →

SIGNATURE →

MESSAGE TEXT →

← Date/Time



ICS 213 General Message Form

Additional Information

- **INCIDENT NAME**
 - Identifies incident being supported
 - Potential for multiple incidents occurring at the same time.
- **SUBJECT**
 - Message Subject
- **APPROVED BY**
 - Name, signature, and ICS position/title of the person Approving the message
 - May be different from the person Sending the message

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:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213 Date/Time: _____		



ICS 213 General Message Form

Missing Information

- Information needed to track the message
 - Message Preamble
 - Message Number, Precedence, Handling Instructions, Station of origin, Check, Place of origin
- Relay and Delivery Records
 - Message received from station
 - Message sent to station
 - Needed for ICS 309 Site Communications Log

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:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	



Convert ICS 213 to Radiogram

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE Hurricane SPOCK 2021		
2. To (Name and Position): Clayton Parrott, Pinellas County EOC, 727-123-4567, email@domain.com		
3. From (Name and Position): James T. Kirk / Bauder Shelter Administrator		
4. Subject: EXERCISE – Equipment Shortage	5. Date: 2021-10-09	6. Time: 1615 EST
7. Message: EXERCISE Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate Delivery of additional 30 cots and blankets. EXERCISE		
8. Approved by: Name: Jonathan Archer Signature: _____ Position/Title: Shelter Manager		

Conversion Requirements



- All original ICS 213 message fields must be delivered to recipient (Blocks 1 through 8)
 - Nothing added, nothing deleted
- Message must be delivered to recipient on an ICS 213 form.



Convert ICS 213 to Radiogram

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE Hurricane SPOCK 2021		
2. To (Name and Position): Clayton Parrott, Pinellas County EOC, 727-123-4567, email@domain.com		
3. From (Name and Position): James T. Kirk / Bauder Shelter Administrator		
4. Subject: EXERCISE – Equipment Shortage	5. Date: 2021-10-09	6. Time: 1615 EST
7. Message: EXERCISE Bauder Elementary School Shelter is critically short of cots and blankets. Request immediate Delivery of additional 30 cots and blankets. EXERCISE		
8. Approved by: Name: Jonathan Archer Signature: _____ Position/Title: Shelter Manager		

 ARRL — the national association for Amateur Radio™ 							
RADIOGRAM							
NUMBER 14	PRECEDENCE TEST P	HX E	STATION OF ORIGIN WA1RYQ	CHECK 29	PLACE OF ORIGIN BAUDER ELEMENTARY	TIME FILED 1615 EST	DATE OCT 09
TO CLAYTON PARROT PINELLAS COUNTY EOC				THIS RADIO MESSAGE WAS RECEIVED AT			
PHONE NUMBER 727 123 4567				AMATEUR STATION _____ PHONE _____			
E-MAIL EMAIL ATSIGN DOMAIN DOT COM				NAME _____ E-MAIL _____			
				STREET _____			
				CITY, STATE, ZIP _____			
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE EQUIPMENT SHORTAGE							
INCIDENT NAME EXERCISE HURRICANE SPOCK 2021							
EXERCISE BAUDER ELEMENTARY SCHOOL SHELTER IS CRITICALLY SHORT OF COTS AND BLANKETS X REQUEST IMMEDIATE DELIVERY OF ADDITIONAL 30 COTS AND BLANKETS EXERCISE							
JAMES T KIRK BAUDER SHELTER ADMINISTRATOR							
OP NOTE APPROVED BY JONATHAN ARCHER SHELTER MANAGER							
FROM		DATE		TIME		TO W4ACS	
REC'D				SENT		DATE OCT 09 TIME 1623 EST	
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>							
<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE ORGANIZATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>							

The background of the slide features a large, circular seal for the American Communications Society (A.C.S.). The seal has a red outer ring with the text "EMERGENCY COMMUNICATIONS" at the top and "RADIO AMATEUR OPERATIONS" at the bottom, separated by two stars. The inner blue circle contains illustrations of a satellite, a laptop, a parabolic dish antenna, and a radio tower, all connected by yellow lightning bolts representing radio waves. The acronym "A.C.S." is prominently displayed in yellow at the bottom of the inner circle.

Tabletop Exercise

ICS 213 Message Exchange



Tabletop Exercise Scenario Description



- Exercise
 - Convert an ICS 213 to a Radiogram
 - Convert a broadcast Radiogram into an ICS 213
 - Questions and discussions at each step encouraged



Tabletop Exercise

ICS 213 Example 1



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE - PACS FEB 2022		
2. To (Name and Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC		
3. From (Name and Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD		
4. Subject: EXERCISE - SITE STATUS	5. Date: 17 FEB 2022	6. Time 1950 LOCAL
7. Message: EXERCISE SITE OPERATIONAL AT 1900 TODAY. FIRST DELIVERY SCHEDULED FOR 2115 TODAY. EXERCISE		
8. Approved by: Name: <u>Tony Stark</u> Signature: _____ Position/Title: <u>Site Manager</u>		





Tabletop Exercise

ICS 213 Example 1



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE - PACS FEB 2022		
2. To (Name and Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC		
3. From (Name and Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD		
4. Subject: EXERCISE - SITE STATUS	5. Date: 17 FEB 2022	6. Time 1950 LOCAL
7. Message: EXERCISE SITE OPERATIONAL AT 1900 TODAY. FIRST DELIVERY SCHEDULED FOR 2115 TODAY. EXERCISE		
8. Approved by: Name: <u>Tony Stark</u> Signature: _____ Position/Title: <u>Site Manager</u>		

		ARRL — the national association for Amateur Radio™						
		RADIOGRAM						
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK 21	PLACE OF ORIGIN	TIME FILED 1950 LOCAL	DATE FEB 17	
TO COMMUNICATIONS UNIT LEAD (COML) PINELLAS EOC				THIS RADIO MESSAGE WAS RECEIVED AT				
PHONE NUMBER				AMATEUR STATION _____ PHONE _____				
E-MAIL				NAME _____ E-MAIL _____				
				STREET _____				
				CITY, STATE, ZIP _____				
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE - SITE STATUS								
INCIDENT NAME EXERCISE – PACS FEB 2022								
EXERCISE								
SITE OPERATIONAL AT 1900 TODAY								
X FIRST DELIVERY SCHEDULED FOR								
2115 TODAY								
EXERCISE								
JAMES KIRK CLEARWATER MOBILIZATION SITE LEAD								
OP NOTE APPROVED BY TONY STARK SITE MANAGER								
FROM			DATE	TIME	TO		DATE	TIME
REC'D					SENT			
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>					<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>			

The logo is a circular emblem with a red outer ring containing the text "EMERGENCY COMMUNICATIONS" at the top and "RADIO AMATEUR OPERATIONS" at the bottom, separated by two stars. The inner blue circle features a satellite, a laptop, a radio tower, and a satellite dish, all connected by yellow lightning bolts and concentric arcs representing radio waves. The acronym "A.C.S." is prominently displayed in yellow at the bottom of the inner circle.

Tabletop Exercise

ICS 213 EXAMPLE 2



Tabletop Exercise

ICS 213 Example 2



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE - PACS FEB 2022		
2. To (Name and Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC		
3. From (Name and Position): EDWARD HYDE / COMT		
4. Subject: EXERCISE - EQUIPMENT REQUEST	5. Date: 17 FEB 2022	6. Time 1942 LOCAL
7. Message: EXERCISE REQUEST 500 AA BATTERIES BE DELIVERED TO THIS SITE BY 0700 17 FEBRUARY 2022. EXERCISE		
8. Approved by: Name: <u>Dr. HENRY JEKYLL</u> Signature: _____ Position/Title: <u>INCM</u>		

COMT – Incident Communications Technician
INCM – Incident Communications Center Manager

The logo is a circular emblem with a red outer ring containing the text "EMERGENCY COMMUNICATIONS" at the top and "RADIO AMATEUR OPERATIONS" at the bottom, separated by two stars. The inner blue circle features a satellite, a laptop, a radio tower, and a satellite dish, all connected by yellow lightning bolts and concentric arcs representing radio waves. The acronym "A.C.S." is prominently displayed in yellow at the bottom of the inner circle.

Tabletop Exercise

ICS 213 EXAMPLE 3



Tabletop Exercise

ICS 213 Example 3



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE - PACS FEB 2022		
2. To (Name and Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC		
3. From (Name and Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD		
4. Subject: EXERCISE - EQUIPMENT REQUEST	5. Date: 17 FEB 2022	6. Time 1950 LOCAL
7. Message: EXERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10KW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 250 16OZ BOTTLES OF DRINKING WATER 6. 150FT RG8X COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25Ft POWERWERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE		
8. Approved by: Name: <u>Johnathan Archer</u> Signature: _____ Position/Title: <u>Site Manager</u>		



Tabletop Exercise

ICS 213 Example 3 – Winlink



Setup Click to add an agency or group name

General Message (ICS 213)

[Load ICS213 INITIAL Data](#) [Form Instructions](#)

1. Incident Name: EXERCISE - PACS FEB 2022		
2. To (Name/Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC		
3. From (Name/Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD		
4. Subject: EXERCISE - EQUIPMENT REQUEST	5. Date: 2022-02-17	6. Time: 1950 Local
7. Message: <div>EXERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10KW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 250 16OZ BOTTLES OF DRINKING WATER 6. 150FT RG8X COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25Ft POWERWERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE</div>		
8. Approved by: Johnathan Archer		Position / Title: Site Manager

[Save ICS213 INITIAL Data](#) [Submit](#) [Reset Form](#) Ver 41.11

Enter a new message

[Close](#) [Select Template](#) [ICS 213](#) [Winlink Check-in](#) [SPORT Rep](#) [Attachments](#) [Post to Outbox](#) [Spell Check](#) [Save in Drafts](#)

From: WA1RYQ

Send as: Winlink Message ☒ Request message receipt [Set Defaults](#)

To: PACS-EOC;

Cc: PACS-ADMIN;

Subject: 213-EXERCISE - PACS FEB 2022-EXERCISE - EQUIPMENT REQUEST - 2022-02-17 1950 Local

Attach: RMS_Express_Form_ICs213_Initial_Viewer.xml;

GENERAL MESSAGE (ICS 213)

1. Incident Name: EXERCISE - PACS FEB 2022
2. To (Name and Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC
3. From (Name and Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD
4. Subject: EXERCISE - EQUIPMENT REQUEST
5. Date: 2022-02-17
6. Time: 1950 Local
7. Message:

EXERCISE

REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022.

1. 500 AA BATTERIES
2. 2 10KW DIESEL GENERATORS
3. 400 GALLONS DIESEL FUEL
4. 1 SATRUNNER
5. 250 16OZ BOTTLES OF DRINKING WATER
6. 150FT RG8X COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS
7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent
8. 25Ft POWERWERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT

EXERCISE

8. Approved by: Johnathan Archer
Position/Title: Site Manager

Express Sending Station: WA1RYQ
Senders Express Version: 1.6.1.0
Senders Template Version: ICS 213 v.41.11



Conclusion



- Comments and questions