

**Start: 1947 L – Stop: 2004 L**

## **ICS 213 General Message Form**

### **1.1 OVERVIEW.**

Thank-you Bob. Good evening, to the net. Tonight, we will be discussing the ICS 213 general message form and how to transfer the information from the ICS 213 on to a standard ARRL® radiogram for transmission using a voice net. Once this discussion is complete, I will send the net an ARRL® radiogram that contains an ICS 213 message.

#### **1.1.1 ICS 213 General Message Form Purpose**

The ICS 213 General Message form is used by incident dispatchers to record incoming messages that cannot be transmitted by voice 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 orders, 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. A copy of each ICS213 must be sent to and maintained by the documentation unit as a permanent record of the messages exchanged during an incident.

#### **1.1.2 ICS 213 within ACS**

When ACS/ARES® is operating under the direction of Pinellas County Emergency Management, members will use the ICS 213 General Message form to record and transfer formal written message traffic. These message forms do not, however, contain the network management fields needed by radio operators to send or receive messages via voice. Therefore, it will be necessary for users, upon receipt of an ICS 213 message from a served agency partner, to convert the ICS 213 into a standard radiogram prior to transmission.

When ACS radio operators receive a standard radiogram containing an ICS 213 message, the radio operator will be required to convert the radiogram back into an ICS 213 prior to delivery.

We do not deliver radiograms to ICS recipients. All messages must be converted back into an ICS 213.

### 1.1.3 Convert Original ICS 213 to a Radiogram

The ICS 213 is a standard National Incident Management System (NIMS) form that can be accessed directly from the FEMA website. It has ten numbered fields and is divided into two parts. The first part of the form is used by the message originator to write and send the message. While part two of the form is used by the message recipient to write and send a response back to the originator. Tonight, we will only be discussing part one of the form.

Each block on the ICS 213 is placed within a specific location on the standard radiogram.

- a. **Incident Name (Block 1):** This field contains the name of the Incident/activation event that is associated with the ICS 213 General Message. It becomes the first line in the text section of the radiogram.
- b. **To (Name and Position) (Block 2):** Full name and position of the individual to whom the message is being addressed. This field is copied directly into the addressee field of the radiogram.
- c. **From (Name and Position) (Block 3):** Full name and position of the individual who authored the message. This field is entered into the signature field of the radiogram.
- d. **Subject (Block 4):** The subject of the message. This information is added to the radiogram as an addressee OP NOTE.
- e. **Date (Block 5):** The date the message was created by the author. This corresponds to the date field in the radiogram preamble.
- f. **Time (Block 6):** The time the message was created by the author. This corresponds to the time field in the radiogram and should be entered using 24-hour local time format.
- g. **Message (Block 7):** The contents of the message. Although authors are encouraged to be brief, there is no constraint of the size (number of words) contained in the message block.

- h. **Approved by (Block 8):** This the name, ICS position/title, and signature of the person approving the message. Keep in mind that this may not be the same individual who wrote the message. For example, a COMT may write a message requesting 500 AA batteries. However, before the message can be sent, the COML must approve the message. This information, if different from the message author, is entered as a signature OP NOTE.

#### 1.1.4 Example ICS 213 Radiogram example

OK, I'm going to break here so that I can send an example ICS 213 message to the net. I strongly encourage everyone to listen to and copy the exercise message. So, without further delay, all stations standby to receive traffic.

**ACTION - Send message.**

NUMBER 5 TEST PRIORITY WA1RYQ 23 SEMINOLE FL 1541 JUN 13

JAMES KIRK **I SPELL** KILO INDIA ROMEO KILO

LOGISTICS **I SPELL** LIMA OSCAR GOLF INDIA SIERRA TANGO INDIA CHARLIE SIERRA CHIEF

**FIGURES** 727 555 1234

**OP NOTE MIXED GROUP** INDIA CHARLIE SIERRA TWO ONE THREE MESSAGE SUBJECT EXERCISE MATERIAL REQUEST

**BREAK FOR TEXT**

INCIDENT NAME EXERCISE **INITIALS** PAPA INDIA NOVEMBER CHARLIE OSCAR **INITIALS** ALPHA CHARLIE SIERRA TRAINING X EXERCISE REQUEST DELIVERY

OF **FIGURES** FIVE ZERO ZERO **INITIALS** ALPHA ALPHA ALKALINE BATTERIES

TO **INITIALS** INDIA CHARLIE CHARLIE BY **FIGURES** ZERO EIGHT ZERO ZERO TOMORROW

JUNE **FIGURES** ONE FOUR EXERCISE

**BREAK FOR SIGNATURE**

JOHN ARCHER **I SPELL** ALPHA ROMEO CHARLIE HOTEL ECHO ROMEO **INITIALS** CHARLIE OSCAR  
MIKE TANGO

**OP NOTE** APPROVED BY BEN SISCO **I SPELL** SIERRA INDIA SIERRA CHARLIE OSCAR **INITIALS**  
CHARLIE OSCAR MIKE LIMA

**END NO MORE**

For additional information about converting an ICS 213 to an ARRL® radiogram please refer to the *Pinellas County ACS Emergency Communications Plan*. The plan is located on the Pinellas ACS web site.

**1.2 QUESTIONS OR COMMENTS**

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's training session. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

**ACTION - PAUSING FOR QUESTIONS**

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1. Pinellas ACS has created a group on the Groups.io website. The name of the group is PinCoACS. Instructions for joining the group are located on the Pinellas ACS website.
2. Winlink training started up again this week. The format for training differs from the real time net we have used in the past. In its place, a message is being posted to the PinCo ACS Groups.io website. The message contains instructions describing the week's training. Each participant can complete the training task at

their own pace. The deadline for submitting the training task to the net control station is 1900 on Thursday. If you are interested in participating in Winlink Training, please send me a note via Winlink at WA1RYQ or via email at WA1RYQ@arrl.net

3. I strongly encourage everyone to provide comments and suggestions for future training activities. I can be contacted via Winlink at WA1RYQ, via email at WA1RYQ@ARRL.net, or you can send me a message using our groups.io web site.

Now with that, I'll turn it back to Net Control.

1.3 QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
		<b>No More Questions or comments</b>	