

Completing the ICS 213 General Message Form

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

ICS 213 NFES 1336

Objectives

- Understand the sections of the ICS 213 General Message Form
- Learn what content belongs in each section
- Practice completing a form
- Review the form after completion

About the Form

- The ICS 213 General Message Form is available in:
 - Printed form as a single page
 - Printed as a two part “carbonless” form
 - Information entered on top page is “carbon” copied to the second page
 - Second page is used to forward message with reply to sender, top page is retained as file copy
 - Electronic “form”
 - Word template (.dot)
 - Word document (.doc)
 - Adobe PDF file (.pdf)
 - May either allow electronic entry on form or form must be printed and completed by hand
 - Other variants (WordPerfect, etc.) are also found
 - Training is available from your agency in using software appropriate to all electronic ICS forms in use. That training should be obtained separately from this course.
 - We won’t focus on penmanship, but if you’re filling out the forms manually always keep in mind the reader.

Sections of the Form

Header

Message

Message Signature Block

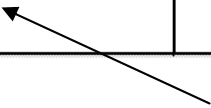
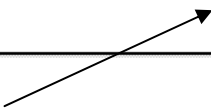
Reply

Reply Signature Block

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

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Header

TO: Recipient	POSITION: Recipient's Position
FROM: Originator	POSITION: Originator's Position
SUBJECT: What the message is about	DATE:  TIME: 

Date and Time when the Form was completed

- Full names of recipient and originator should be used
 - Debra G. Jones not Debbie Jones; Joseph P. Smith not Joe Smith, J. Smith, etc.
- ICS always uses functional, incident position titles
 - Incident Commander, not Bigville Police Chief; Strike Team Leader, not Bigville SAR Captain
- Subject should be concise and summarize topic of the message
 - Immediate evacuation of area below Bigville Dam, not Evacuation Plan
- Date and Time form was completed
 - When the message and message signature block are complete, go back and fill in the date a time

Message

MESSAGE:

Message goes here....

Message Signature Block

Originator signs message and prints position title here

SIGNATURE:	POSITION:
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Reply

REPLY:

Reply goes here...

Reply Signature Block

**When you are done with your reply sign and print your position,
then add date and time**

DATE:	TIME:	SIGNATURE/POSITION:
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Exercise-Originator

- Fill out the originator portion of the form you've been given:
 - You are:
 - Jose G. Lopez, Bigville Fire Chief
 - Bigville Flood Incident Commander
 - Recipient is:
 - James M. Brown
 - Area 1 Team Leader
 - The subject is: Immediate Evacuation of Area Below Bigville Dam
 - Write a message and complete the Message Signature Block

Exercise-Recipient

- Hand your message to the person on your right
- Write a reply message on the message you've just received
- Complete the Reply Signature Block

Review

- Hand the form to the person in front of you
- We'll now review the forms to see how we did

Questions and Discussion

Feedback

- Are you now confident that you know how to complete this form?
- Are there any things this lesson left out?