GENERAL MESSAGE Completing the IC\$ 213 General Message Form SIGNATURE/POSITION 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

GENERAL MESSAGE Header POSITION: SUBJECT: DATE TIME: MESSAGE Message Message Signature Block-C SIGNATURE POSITION: REPLY: Reply Reply Signature Block - € DATE: TIME: SIGNATURE/POSITION: ICS 213

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Header

TO:	Recipient	POSITION	Recipie	nt's Position
FROM:	Originator	POSITION	Originat	tor'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

SSAGE:	MESSAGE:
Message goes here	Mess:
Wessage goes here	IVICOO

Message Signature Block

Originator signs message and prints position title here

SIGNATURE:	POSITION:

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:

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?