

GENERAL MESSAGE (ICS FORM 213)

The Form. The General Message Form used within the ICS is a three-part form.

Purpose. The General Message Form is used by:

1. Incident dispatchers to record incoming messages which cannot be orally transmitted to the intended recipients.
2. Command Post and other incident personnel to transmit messages to the Incident Communications Center for retransmission via radio or telephone to the addressee.
3. Incident personnel to send any message or notification to incident personnel which requires hard-copy delivery.

Initiation of Form. The General Message form may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the General Message may be:

1. Hand carried to the addressee.
2. Hand carried to the Communication Center for re transmission.

ITEM TITLE - INSTRUCTIONS

To - Indicate Unit/Person the General Message is intended for. Be specific.

Office - Indicate the location where the Unit/Person is located, e.g., Ground Support Unit Leader, Simpson Camp, Communications, etc.

From - Indicate appropriate designation and location of sender.

Subject - Fill in if applicable.

Date - List the date and time.

Message - Briefly complete. Think through your message before writing it down. Try to be as concise as possible.

Reply - This section is intended to be used by the Unit/Person who receives the message to reply to your message.

Date - Record the date and time of reply.

Signature - Record signature and title of person replying.

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.