

## GENERAL MESSAGE (ICS 213)

1. Incident Name:

2. To (Name and Position):

3. From (Name and Position):

4. Subject:

5. Date:

6. Time:

7. Message:

*NOTE: For RR include POC, POC Phone #, Delivery Location, and Delivery Time*

8. Approved by: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position/Title: \_\_\_\_\_

9. Reply:

10. Replied by: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position/Title: \_\_\_\_\_

ICS 213 GENERAL MESSAGE

Date/Time: \_\_\_\_\_

### MESSAGE TRACKING (Optional)

11a. Incident Tracking #

11b. EOC Tracking #

11b. State Tracking #

☐ RR ☐ Sig Event ☐ Other:

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