**9/20/18 Wayne-Pike ARES Net - Training**

**What happens if a Served Agency requires use of ICS-213 or some other message format?**

We know it’s important to have…

* 1. Some message identification scheme so we can quickly look up records if needed
	2. Some indication of the precedence or priority of the message… is it casual (go and get some pizza), routine (health & welfare), priority (where timing is important), or emergency?
	3. Some method of verifying the accuracy of the communicated message, to make sure it was received correctly by the other station… something like the “check number” or ID
	4. Who was the STATION that originated the message and that station’s location
	5. Time & date of message origination, especially for priority or emergency messages
	6. Who is the message intended for – address – more than just a name but as much address info as possible
	7. Who sent the message if not the originator – in other words a signature AND…
	8. Instructions for any response to the message that’s required

….then, of course, the actual message.

The Radiogram form does a pretty good job of this… but the ICS-213 lacks some of these important items of info… so…

Some ARES organizations recommend that their members use the Preamble and Address portions of the ARRL NTS Radiogram form and put the ICS-213 (in it’s entirety) as the TEXT part of the Radiogram. This kills 2 birds with one stone – you’re using the ICS-213, and BASICALLY packaging it within a Radiogram.

If this approach isn’t acceptable to the client Served Agency, OK – use the ICS-213 (or whatever other message form they want), and put all the other pertinent info in your personal log book !!!!!!!!!!!!!!!!

The important thing here is to maintain copious notes – who told you what to do, when you were told, when you did it, how and when you reported the message sent, etc. Anything and everything that takes place. This is important for lots of reasons - - -

* Accurate info when it comes time for a post-event review
* Accurate records for continuous improvement planning
* Accurate records in case a problem occurs or legal action takes place

The use of your personal log is also critically important when originating/relaying/receiving/delivering casual messages that are not handled by any particular message form.

This lesson stresses the importance of your personal log book… more on that in our next training session.