

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Dybrook Flooding

2. To (Name and Position): Steve Price - Wayne County Director EMA

3. From (Name and Position): Hank Griik - WA2CCN - Wayne County ARES EC

4. Subject:

Traffic Control

5. Date:

27 February 2019

6. Time

1302 Local

7. Message:

Number CN03 / Priority / Reply Requested / Station WA2CCN at Dybrook flood site / Text Word Count = 47 including X's

TEXT - - - "EMA and DOT staff on site request additional traffic control along route 191 north and south of the primary flooding area X Flood waters anticipated to rise for several hours before stabilizing and beginning to recede X Recommend setting up detour route as soon as possible X"

Handling Instructions,
not "HX", but in plain
language

Originating Station
and Station Location

"CHECK" of the
word count - # of
words in the TEXT
section ONLY.

Routing Record

Sent from WA2CCN to W3GWM 2/27/19 at 1309 Local
Relayed by W3GWM to KC3LEE 2/27/19 at 1312 Local
Delivered by KC3LEE 2/27/19 at 1315 Local

8. Approved by: Name: Pete Hooker Signature: _____ Position/Title: Wayne Cty EMA V-Dir

9. Reply:

Number EE12 / Priority / Station KC3LEE at Wayne County EOC / Text Word Count = 20 including X's

TEXT - - - "State and local Police notified of request for traffic control X Expect to arrival on site by 1330 Local X"

Sent from KC3LEE to W3GWM 2/27/19 at 1320 Local
Relayed by W3GWM to WA2CCN 2/27/19 at 1323 Local
Delivered by WA2CCN 2/27/19 at 1327 Local

10. Replied by: Name: Steve Price Position/Title: Wayne County Dir EMA Signature: _____

ICS 213

Date/Time: 2/27/19 - 1317 Local

ICS 213 General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).