

# Completing the ICS 213 General Message Form

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

ICS 213 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

Header

Message

Message Signature Block

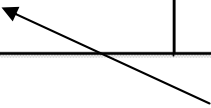
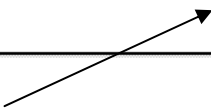
Reply

Reply Signature Block

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

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# Header

TO: Recipient	POSITION: Recipient's Position
FROM: Originator	POSITION: Originator'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

MESSAGE:

Message goes here....

# Message Signature Block

Originator signs message and prints position title here

SIGNATURE:	POSITION:
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# 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:
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# 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?