

ICS-213 Message Form 2.3

Word: 20260512

Radio Operator Only:

1. Origin Msg #:

2. Destination Msg #:

This Section to be Completed by Sending Agency:

(Underlined=Required)

3. Date:4. Time:5. Handling: ☐ Immediate (ASAP) ☐ Priority (<1 hr) ☐ Routine (<2 hr)

T O	6. <u>ICS Position</u> :	F R O M	10. <u>ICS Position</u> :
	7. <u>Location</u> :		11. <u>Location</u> :
	8. Name:		12. Name:
	9. Contact Info:		13. Contact Info:

This message requests you to:

14. Take Action: ☐ Yes ☐ No15. Reply: ☐ Yes ☐ No

16. Reply By:

Message21. Subject:22. Reference:

(e.g. number of earlier message)

23. Message:

(KEEP MESSAGE BRIEF)

Radio Operator Only:

(Underlined=Required)

Relay:

Rcvd:

Sent:

Name:Call Sign:Date:Time:

Instructions: ICS-213 Message Form

Instructions for Agencies:

Field	Instructions
Date	<u>Required</u> . Enter the date created.
Time	<u>Required</u> . Enter the time created. Use 24-hour time.
Handling	<u>Required</u> . Select one. Messages are sent in priority order and as soon as possible. Indicated times are approximate maximum wait times if the radio net is busy.
TO / FROM	
ICS Position	<u>Required</u> . Enter the ICS position name. If unsure, address the message to "Planning."
Location	<u>Required</u> . Enter the location (e.g., "County EOC").
Name	Optional. Enter only if the message is to a specific individual.
Contact Info	Optional. Enter a phone number, frequency, or other info that may help reach the sender/recipient.
This message requests you to	If the sender is expecting the receiver to "Take Action" check "Yes," otherwise "No". If a "Reply" is required check "Yes" and specify the Time, otherwise "No". If both are "No" then the message is intended as "For Your Information".
Subject	Note the subject of the message (e.g., Request for Type 5 Engine Strike Team).
Reference	If the message is a response to an earlier message, indicate the original message number if available.
Message	If the message is a request for support, supply detailed instructions about what, when, how long needed and where the support is to be delivered, contact person and phone number. <u>Be as brief as possible</u> .

Instructions for Radio Operators:

Field	Instructions
Origin Msg #	<u>Required</u> . Enter the message number of the original sending station.
Destination Msg #	<u>Required</u> . Enter the message number of the ultimate destination station.
Relay	When relaying: Enter a call sign and/or time, or other useful mark or info, to indicate status.
Name	<u>Required</u> . Enter the first initial and last name of the radio operator who handled the message.
Call Sign	<u>Required</u> . Enter the call sign of the radio operator that handled the message.
Date	<u>Required</u> . Enter the date the message was sent/received.
Time	<u>Required</u> . Enter the time the message was sent/received. Use 24-hour time.