ICS-213 MESSAGE ROUTING

PRECEDENCE: ◯ O Priority: < 30 minutes ◯ P Immediate: < 3 hours ◯ R Routine: < 6 hours or next business day	DATE TIME GROUP:	MESSAGE NUMBER:
TO STATION:	**FROM STATION:**	**RELAY TO STATION:**

GENERAL MESSAGE (ICS-213)

1. Incident Name (Optional):		
2. To (Name/Position):		
3. From (Name/Position):		
4. Subject:	**5. Date:**	**6. Time**

7. Message:

8. Approved by: Name _____ Signature _____ Position/Title _____

9. Reply:

10. Replied by: Name: _____ Position/Title: _____ Signature _____

ICS-213 Idaho ARES	Date/Time _____

ICS-213
Message Routing

Block Title	Instructions
Precedence	Insert the appropriate precedence prosign. | PRECEDENCE	PROSIGN	SPEED OF SERVICE OBJECTIVE | |---|---|---| | IMMEDIATE | O | 30 minutes or less | | PRIORITY | P | 3 hours or less | | ROUTINE | R | 6 hours, or start of next business day |
Date Time Group	The Date Time Group indicates the date and time of transmission of the message, and is formatted to include the following: • Two digit zulu hour, in 24-hour format, with leading zero when appropriate • Two digit minute, with leading zero when appropriate • Two digit day of month, with leading zero when apropriate • A single delimiting space • Three character abbreviated month • A single delimiting space • A four digit year For example, a message sent at 1533Z on 18 October 2019 would have a Date Time Group of **153318 OCT 2019**.
Message Number	The message number is represented by a three digit field, with leading zero characters when appropriate. The message number should be reset to 1 at the start of each day.
To Station	Call sign or tactical call sign of the station to which the message is transmitted to.
From Station	Call sign or tactical call sign of the station transmitting the message.
Relay To Station	Call sign or tactical call sign of the station to which the message is retransmitted to, with the Relay To Station retransmitting the message.

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** • 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** • 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).