

Incident Command System

ICS-213 FORM TRAINING



CENTRAL IDAHO AMATEUR RADIO CLUB

About the ICS-213 Form

- General Message (Inter-Office Memo)
- Used where Originator and Recipient not co-located
- Used where hard-copy is required
- Supports all levels of incident management
- FEMA version often modified for target agency or organization

About the ICS-213 Form

- No routing or addressing information
- No routing or delivery history
- Within an ICS managed event, copies of ICS-213 messages should be forwarded to the Documentation Unit

AN ICS-213 FORM ONLY CONVEYS THE CONTENT OF THE MESSAGE. ROUTING HISTORY, INCLUDING TRANSMITTING STATION, RELAYING STATION (IF APPROPRIATE), RECEIVING STATION, TIME OF CONVEYANCE OF THE MESSAGE, OR A MESSAGE NUMBER ARE NOT INCLUDED IN THE MESSAGE ITSELF. OFTEN, THIS INFORMATION IS PROVIDED EXTERNALLY WHEN TRACKING AND ROUTING INFORMATION IS IMPORTANT.

ICS-213 Form

- Single Page Form with Two Parts
 - Request for Information (RI)
 - Response to Request for Information (RRI)
- Served Agency or Organization Content
 - No Station or Station Operator Content

ICS-213 Form

- Served Agencies or Agency Interoperability
 - Personally Identifiable Information or Location
 - Use of XRAY XRAY
 - Use of Plain Language
 - Use of Plain Language Address (PLA)
- Editing is NOT your job

INTEROPERABILITY WITH SERVED AGENCIES CAN OCCUR ON THE 60-METER AMATEUR RADIO BAND. AMATEUR RADIO HAS A SECONDARY ALLOCATION ON THIS BAND. IT IS THE ONLY BAND WHERE INTEROPERABILITY IS ALLOWED UNDER FCC RULES.

WHEN INTEROPERATING WITH AGENCIES, RESTRICTIONS ON PERSONALLY IDENTIFIABLE INFORMATION (PII) MAY BE IMPLEMENTED. UNDER THESE CIRCUMSTANCES, A STATION OPERATOR MAY BE PRECLUDED FROM DISCLOSING A LOCATION OR OPERATOR NAME, AND WHEN QUERIED FOR INFORMATION ON LOCATION OR OPERATOR NAME, THE STATION OPERATOR WILL RESPOND WITH **XRAY XRAY**. THIS IS AN INDICATION THAT DISCLOSURE OF PII IS NOT ALLOWED. REFRAIN FROM FURTHER QUERY, AND DO NOT USE A NAME OR LOCATION IF YOU HAPPEN TO RECOGNIZE THE OPERATOR.

IN THE INCIDENT COMMAND SYSTEM (ICS), PLAIN LANGUAGE PREVAILS. DO NOT USE Q-CODES, Z-CODES, 10-CODES, OR ANY LANGUAGE OTHER THAN PLAIN LANGUAGE.

AN EXAMPLE OF A PLAIN LANGUAGE ADDRESS MIGHT BE **VALLEY COUNTY EOC** INSTEAD OF WPVT638.

IT IS NOT YOUR RESPONSIBILITY TO CORRECT GRAMER OR SPELLING. MESSAGES ARE ALWAYS TO BE TRANSMITTED AS IS.

Two Part ICS-213 Form

GENERAL MESSAGE (ICS 213)

| | | |
|--|------------------|---------|
| 1. Incident Name (Optional): | | |
| 2. To (Name and Position): | | |
| 3. From (Name and 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 | Date/Time: _____ | |

- Use a version of the form that has numbered fields

THERE ARE VERSIONS OF THE ICS-213 FORM IN CIRCULATION THAT DO NOT HAVE NUMBERED FIELDS. USE A FORM THAT DOES HAVE NUMBERED FIELDS. THE NUMBERED FIELDS ARE IMPORTANT WHEN CONVEYING THE FORM CONTENT OVER RADIO, AND ALLOW THE TRAFFIC TO SELF DESCRIBE WHICH FIELDS THE CONTENT IS TO BE PLACED INTO WHEN RECEIVING AN ICS-213 FORM MESSAGE.

Two Part ICS-213 Form

PART 1 (RI)
REQUEST FOR INFORMATION

PART 2 (RRI)
RESPONSE TO
REQUEST FOR INFORMATION

| GENERAL MESSAGE (ICS 213) | | |
|--|----------|---------|
| 1. Incident Name (Optional): | | |
| 2. To (Name and Position): | | |
| 3. From (Name and 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 | | |
| Date/Time: _____ | | |

THE ICS-213 FORM CAN BE SEPARATED INTO TWO MAJOR SECTIONS. THESE ARE THE REQUEST FOR INFORMATION (I.E. RI), AND THE RESPONSE TO A REQUEST FOR INFORMATION (I.E. RRI).

ICS-213 Form RI

| | | | |
|------------------------|--|----------|---------|
| HEADER BLOCK | 1. Incident Name (Optional): | | |
| | 2. To (Name and Position): | | |
| | 3. From (Name and Position): | | |
| | 4. Subject: | 5. Date: | 6. Time |
| MESSAGE BLOCK | 7. Message: | | |
| | 8. Approved by: Name: _____ Signature: _____ Position/Title: _____ | | |
| SIGNATURE BLOCK | | | |

THE REQUEST FOR INFORMATION, OR RI, HAS THREE SUBSECTIONS. THESE ARE:

- THE HEADER BLOCK, INDICATING THE INCIDENT NAME, RECIPIENT, ORIGINATOR, SUBJECT, AND DATE / TIME OF THE MESSAGE.
- THE MESSAGE BLOCK CONTAINS THE MESSAGE CONTENT.
- THE SIGNATURE BLOCK CONTAINS THE NAME AND POSITION OF THE PERSON APPROVING THE MESSAGE.

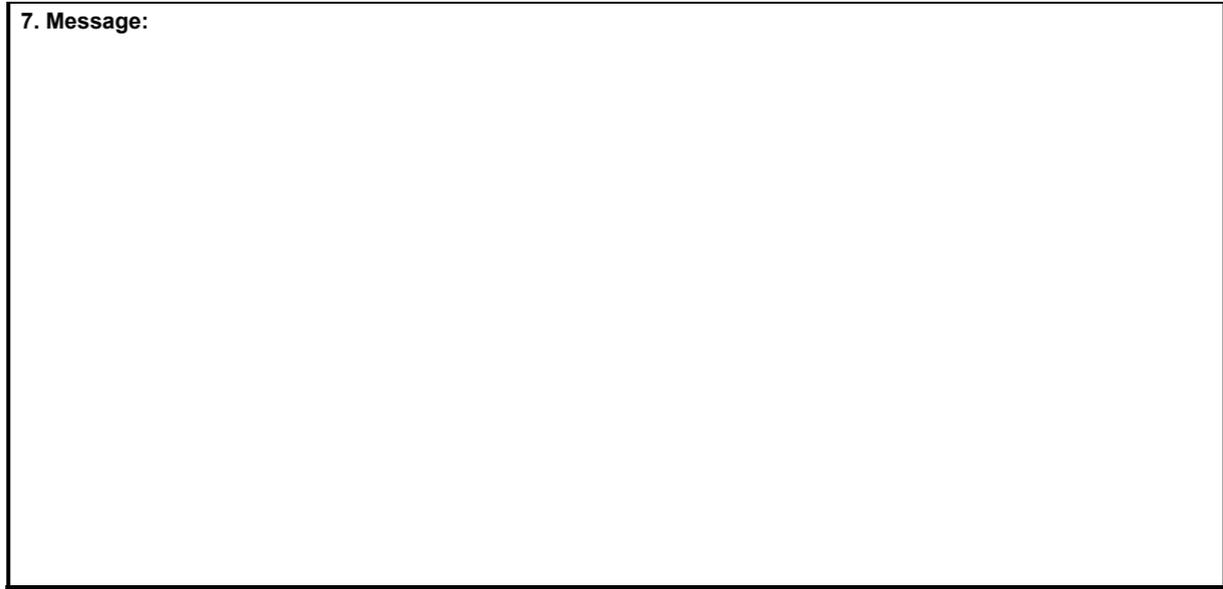
ICS-213 Form RI Header

| | | |
|-------------------------------------|-----------------|----------------|
| 1. Incident Name (Optional): | | |
| 2. To (Name and Position): | | |
| 3. From (Name and Position): | | |
| 4. Subject: | 5. Date: | 6. Time |

- TO and FROM are ICS positions
- Full names for recipient and/or originator, or plain language address
- ICS functional positions (Incident Commander, Strike Team Leader, etc.)
- Descriptive concise subject
- Date and Time: Include the time zone

ICS-213 Form RI Message Block

7. Message:



THE MESSAGE IS INSERTED INTO THE MESSAGE BLOCK. FOR CLARITY, THE MESSAGE CAN BE STRUCTURED WITHIN THE MESSAGE BLOCK (MORE ON THIS LATER).

ICS-213 Form RI Signature Block

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

- THE SIGNATURE BLOCK CONTAINS THE NAME AND POSITION OF THE PERSON APPROVING THE MESSAGE.
- SINCE A MESSAGE CONVEYED OVER RADIO BY VOICE CANNOT CONVEY A SIGNATURE, THE SIGNATURE FIELD IS SIMPLY SET TO THE SAME VALUE AS THE NAME.

ICS-213 Form RRI

| | | |
|-----------------|---|--|
| REPLY BLOCK | } | 9. Reply: |
| | | |
| SIGNATURE BLOCK | } | 10. Replied by: Name: _____ Position/Title: _____ Signature: _____ |
| | | ICS 213 _____ Date/Time: _____ |

THE RESPONSE TO A REQUEST FOR INFORMATION CONTAINS TWO SUB-SECTIONS. THESE ARE:

- THE REPLY BLOCK, WHICH CONTAINS THE CONTENT OF THE RESPONSE MESSAGE.
- THE SIGNATURE BLOCK, INDICATING THE NAME, POSITION AND DATE/TIME OF THE ORIGINATOR OF THE RESPONSE.

ICS-213 Form RRI Reply Block

9. Reply:

THE REPLY IS INSERTED INTO THE REPLY BLOCK. FOR CLARITY, THE REPLY CAN BE STRUCTURED WITHIN THE REPLY BLOCK (MORE ON THIS LATER).

ICS-213 Form RRI Signature

| | | |
|-----------------------------|-----------------------|------------------|
| 10. Replied by: Name: _____ | Position/Title: _____ | Signature: _____ |
| ICS 213 | Date/Time: _____ | |

- Date and Time should include time-zone
- Signature & Position are that of the person generating the response

ICS-213 Form

- Voice Radio Ops
 - Have blank forms available and ready
 - Message content is conveyed using field reference numbers
 - PROWORDS and phonetics may be used to clarify the message

PROWORDS

| PROWORD | DESCRIPTION |
|-------------|--|
| OVER | USED TO TERMINATE A TRANSMISSION WHERE A RESPONSE IS REQUIRED |
| OUT | USED TO TERMINATE A TRANSMISSION WHERE NO RESPONSE IS REQUIRED |
| ROGER | CONFIRMS RECEIPT (DO NOT REPEAT MULTIPLE TIMES) |
| ALL BEFORE | USED TO REQUEST FILLS ON ALL CONTENT BEFORE QUOTED TEXT |
| WORD BEFORE | USED TO REQUEST FILLS ON A SINGLE WORD BEFORE QUOTED TEXT |

PROWORDS

| PROWORD | DESCRIPTION |
|------------|---|
| ALL AFTER | USED TO REQUEST FILLS ON ALL CONTENT AFTER QUOTED TEXT |
| WORD AFTER | USED TO REQUEST FILLS ON A SINGLE WORD AFTER QUOTED TEXT |
| FIGURES | USED PRECEDING A NUMERAL TO INDICATE THAT A NUMERAL IS BEING READ (e.g. 4 and not FOUR) |
| I SPELL | USED INLINE WHEN SWITCHING TO PHONETICS TO CLARIFY A WORD. |
| PERIOD | USED TO DENOTE A PERIOD OR DECIMAL POINT |

PROWORDS

| PROWORD | DESCRIPTION |
|------------|--|
| SLANT | USED TO DENOTE A “/” CHARACTER |
| WAIT OUT | USED TO INDICATE THAT A PAUSE WILL OCCUR AND ALL STATIONS SHOULD STANDBY |
| CORRECTION | USED WHEN AN ERROR OCCURS AND INDICATES TRANSMISSION WILL RESUME, STARTING WITH THE LAST CORRECT WORD. |
| | |
| | |

ICS-213 Form

| | | |
|---|--------------------------|--------------------------|
| 1. Incident Name (Optional): MICA FIRE EXERCISE | | |
| 2. To (Name and Position): Jane Reynolds, Red Cross Evacuation Shelter Manager | | |
| 3. From (Name and Position): Diana Smith, Supply Unit Manager | | |
| 4. Subject: Water and bedding requirements | 5. Date: 06/15/17 | 6. Time: 1330 MST |
| 7. Message: 7.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER. 7.A.1 ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCCALL HIGH. 7.A.2 ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCCALL HIGH. 7.A.3 ADVISE HOW MANY EVACUEES ARE CURRENTLY BEING HOUSED AT MCCALL HIGH. | | |
| 8. Approved by: Name: <u>Diana Smith</u> Signature: <u>Diana Smith</u> Position/Title: <u>Supply Unit Mgr.</u> | | |

ICS-213 Form

- Use of Tactical Call Signs
- Transmitting station calls and advises receiving station that an ICS-213 message is to be sent and requests that the receiving station to advise when ready to copy
- Receiving station advises when ready to copy
- Transmitting station reads ICS-213 traffic to receiving station
 - TIP: To properly govern the speed that a message is sent, DO NOT read the message any faster than you can write the message out
 - Proper use of pro-words
- Transmitting station asks receiving station if any “fills” are required

ICS-213 Form

MCCALL RED CROSS, INCIDENT COMMAND
OVER.

INCIDENT COMMAND, MCCALL RED CROSS
OVER.

MCCALL RED CROSS, INCIDENT COMMAND
I HAVE ONE ICS-213 REQUEST FOR INFORMATION.
ADVISE WHEN READY TO COPY.
OVER.

SAMPLE COMMS ON CONVEYING AN RI

ICS-213 Form

INCIDENT COMMAND, MCCALL RED CROSS
WAIT.
OUT.

INCIDENT COMMAND, MCCALL RED CROSS
READY TO COPY ICS-213.
OVER.

ICS-213 Form

MCCALL RED CROSS, INCIDENT COMMAND
ICS-213 REQUEST FOR INFORMATION FOLLOWS

1. MICA FIRE EXERCISE
2. JANE REYNOLDS, RED CROSS EVACUATION SHELTER MANAGER
3. DIANA SMITH, SUPPLY UNIT MANAGER
4. WATER AND BEDDING REQUIREMENTS
5. 06/15/17
6. 1330 MST
- 7.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER
- 7.A.1 ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCCALL HIGH
- 7.A.2 ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCCALL HIGH
- 7.A.3 ADVISE HOW MANY EVACUEES ARE CURRENTLY BEING HOUSED AT MCCALL HIGH
8. DIANA SMITH, SUPPLY UNIT MANAGER

MCCALL RED CROSS, INCIDENT COMMAND, MESSAGE COMPLETE.
ANY FILLS?
OVER

MCCALL RED CROSS, INCIDENT COMMAND
ICS-213 REQUEST FOR INFORMATION FOLLOWS
FIGURES 1 PERIOD
MICA FIRE EXERCISE
FIGURES 2 PERIOD
JANE REYNOLDS, RED CROSS EVACUATION SHELTER MANAGER
FIGURES 3 PERIOD
DIANA SMITH, SUPPLY UNIT MANAGER
FIGURES 4 PERIOD
WATER AND BEDDING REQUIREMENTS
FIGURES 5 PERIOD
06 SLANT 15 SLANT 17
FIGURES 6 PERIOD
1330 I SPELL MIKE SIERRA TANGO
FIGURES 7 PERIOD, I SPELL ALPHA
MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER.
FIGURES 7 PERIOD, I SPELL ALPHA, FIGURES 1
ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCCALL HIGH.
FIGURES 7 PERIOD, I SPELL ALPHA, FIGURES 2
ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCCALL HIGH.

ICS-213 Form

INCIDENT COMMAND, MCCALL RED CROSS, K7QRM
NO FILLS
OVER

MCCALL RED CROSS, INCIDENT COMMAND, W7QRN
ROGER
OUT

ICS-213 Form RRI

9. Reply:

9.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER.

9.A.1 REQUEST 22 COTS AND BLANKETS.

9.A.2 REQUEST 60 BOTTLES OF WATER.

9.A.3 CURRENTLY HOUSING 14 EVACUEES.

10. Replied by: Name: Jane Reynolds Position/Title: Jane Reynolds Signature: Red Cross Evac. Mgr.

ICS 213

Date/Time: 06/15/17 1422 MST

DOES ANYONE SEE WHAT IS MISSING HERE?

ICS-213 Form

- An RRI needs to have a binding to the original RI
 - Can be done externally by using a message number
 - Can be done by referencing the RI by date, time and recipient

ICS-213 Form Original RI

| | | |
|---|--------------------------|--------------------------|
| 1. Incident Name (Optional): MICA FIRE EXERCISE | | |
| 2. To (Name and Position): Jane Reynolds, Red Cross Evacuation Shelter Manager | | |
| 3. From (Name and Position): Diana Smith, Supply Unit Manager | | |
| 4. Subject: Water and bedding requirements | 5. Date: 06/15/17 | 6. Time: 1330 MST |
| 7. Message: 7.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER. 7.A.1 ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCCALL HIGH. 7.A.2 ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCCALL HIGH. 7.A.3 ADVISE HOW MANY EVACUEES ARE CURRENTLY BEING HOUSED AT MCCALL HIGH. | | |
| 8. Approved by: Name: <u>Diana Smith</u> Signature: <u>Diana Smith</u> Position/Title: <u>Supply Unit Mgr.</u> | | |

OUR ORIGINAL CONTAINS SOME INFORMATION THAT CAN BE USED TO INDICATE TO THE RECEIVING STATION AS TO WHAT ICS-213 FORM INSTANCE THE RESPONSE IS FOR. THE ADDRESS BLOCK CAN BE USED TO INFORM THE RECEIVING STATION WHAT THE RESPONSE IS TO PRIOR TO TRANSMITTING THE RESPONSE.

ICS-213 Form Desired Result

GENERAL MESSAGE (ICS 213)

| | | |
|--|-------------------------------------|--------------------------|
| 1. Incident Name (Optional): <u>MICA FIRE EXERCISE</u> | | |
| 2. To (Name and Position): <u>Jane Reynolds, Red Cross Evacuation Shelter Manager</u> | | |
| 3. From (Name and Position): <u>Diana Smith, Supply Unit Manager</u> | | |
| 4. Subject: <u>Water and bedding requirements</u> | 5. Date: <u>06/15/17</u> | 6. Time: <u>1330 MST</u> |
| 7. Message: | | |
| <p><u>Z.A. MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER.</u></p> <p><u>Z.A.1 ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCCALL HIGH.</u></p> <p><u>Z.A.2 ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCCALL HIGH.</u></p> <p><u>Z.A.3 ADVISE HOW MANY EVACUEES ARE CURRENTLY BEING HOUSED AT MCCALL HIGH.</u></p> | | |
| 8. Approved by: Name: <u>Diana Smith</u> Signature: <u>Diana Smith</u> Position/Title: <u>Supply Unit Mgr.</u> | | |
| 9. Reply: | | |
| <p><u>9.A. MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER.</u></p> <p><u>9.A.1 REQUEST 22 COTS AND BLANKETS.</u></p> <p><u>9.A.2 REQUEST 60 BOTTLES OF WATER.</u></p> <p><u>9.A.3 CURRENTLY HOUSING 14 EVACUEES.</u></p> | | |
| 10. Replied by: Name: <u>Jane Reynolds</u> Position/Title: <u>Jane Reynolds</u> Signature: <u>Red Cross Evac. Mgr.</u> | | |
| ICS 213 | Date/Time: <u>06/15/17 1422 MST</u> | |

THE END RESULT SHOULD PRODUCE A COMPLETED ICS-213 FORM THAT HAS BOTH THE RI AND RRI SECTIONS FILLED IN.

ICS-213 Form

INCIDENT COMMAND, MCCALL RED CROSS, OVER

MCCALL RED CROSS, INCIDENT COMMAND, OVER

INCIDENT COMMAND, MCCALL RED CROSS
I HAVE ONE ICS-213 RESPONSE TO REQUEST FOR INFORMATION.
REFERENCE YOUR REQUEST FOR INFORMATION ADDRESSED TO JANE
REYNOLDS ON 06/15/17 AT 1330 MST.
ADVISE WHEN READY TO COPY.
OVER.

SAMPLE COMMS ON CONVEYING AN RRI

ICS-213 Form

MCCALL RED CROSS, INCIDENT COMMAND
ROGER.
WAIT.
OUT.

MCCALL RED CROSS, INCIDENT COMMAND
READY TO COPY ICS-213 RESPONSE.
OVER.

ICS-213 Form

INCIDENT COMMAND, MCCALL RED CROSS
ICS-213 Response to Request for Information follows

- 9.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER
- 9.A.1 REQUEST 22 COTS AND BLANKETS
- 9.A.2 REQUEST 60 BOTTLES OF WATER
- 9.A.3 CURRENTLY HOUSING 14 EVACUEES
- 10. JANE REYNOLDS, SUPPLY UNIT MANAGER, 06/15/17 1422 MST

INCIDENT COMMAND, MCCALL RED CROSS, MESSAGE COMPLETE.
ANY FILLS?
OVER

INCIDENT COMMAND, MCCALL RED CROSS
ICS-213 Response to Request for Information follows

FIGURES 9 PERIOD, I SPELL ALPHA
MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER
FIGURES 9 PERIOD, I SPELL ALPHA, PERIOD, FIGURES 1
REQUEST 22 COTS AND BLANKETS
FIGURES 9 PERIOD, I SPELL ALPHA, PERIOD, FIGURES 2
REQUEST 60 BOTTLES OF WATER
FIGURES 9 PERIOD, I SPELL ALPHA, PERIOD, FIGURES 3
CURRENTLY HOUSING 14 EVACUEES
FIGURES 10 PERIOD
JANE REYNOLDS, SUPPLY UNIT MANAGER, 06/15/17 1422 MST

INCIDENT COMMAND, MCCALL RED CROSS, MESSAGE COMPLETE.
ANY FILLS?
OVER

ICS-213 Form Acknowledgement With No Fills

MCCALL RED CROSS, INCIDENT COMMAND, W7QRN
NO FILLS.
OVER.

INCIDENT COMMAND, MCCALL RED CROSS, K7QRM
ROGER.
OUT.

ICS-213 Form Requesting Fills

MCCALL RED CROSS, INCIDENT COMMAND, W7QRN
REQUEST FILLS ALL AFTER FIGURES 9 PERIOD, I SPELL ALPHA, PERIOD,
FIGURES 3
OVER.

INCIDENT COMMAND, MCCALL RED CROSS, K7QRM
FIGURES 9 PERIOD, I SPELL ALPHA, PERIOD, FIGURES 3
CURRENTLY HOUSING 14 EVACUEES.
OVER.

MCCALL RED CROSS, INCIDENT COMMAND, W7QRN
ROGER.
OUT.

ICS-213 Form Documentation

- Save ICS-213 forms that are part of an ICS managed event
- At the end of an ICS managed event, turn all ICS-213 forms into the Documentation Unit

ICS-213 Form

- Delivered to Documentation Unit at the conclusion of the event

| GENERAL MESSAGE (ICS 213) | | |
|---|-------------------------------------|--------------------------|
| 1. Incident Name (Optional): <u>MICA FIRE EXERCISE</u> | | |
| 2. To (Name and Position): <u>Jane Reynolds, Red Cross Evacuation Shelter Manager</u> | | |
| 3. From (Name and Position): <u>Diana Smith, Supply Unit Manager</u> | | |
| 4. Subject: <u>Water and bedding requirements</u> | 5. Date: <u>06/15/17</u> | 6. Time: <u>1330 MST</u> |
| 7. Message: <u>7.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER.</u> <u>7.A.1 ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCCALL HIGH.</u> <u>7.A.2 ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCCALL HIGH.</u> <u>7.A.3 ADVISE HOW MANY EVACUEES ARE CURRENTLY BEING HOUSED AT MCCALL HIGH.</u> | | |
| 8. Approved by: Name: <u>Diana Smith</u> Signature: <u>Diana Smith</u> Position/Title: <u>Supply Unit Mgr.</u> | | |
| 9. Reply: <u>9.A MCCALL HIGH SCHOOL RED CROSS EVACUATION SHELTER</u> <u>9.A.1 REQUEST 22 COTS AND BLANKETS.</u> <u>9.A.2 REQUEST 60 BOTTLES OF WATER.</u> <u>9.A.3 CURRENTLY HOUSING 14 EVACUEES.</u> | | |
| 10. Replied by: Name: <u>Jane Reynolds</u> Position/Title: <u>Jane Reynolds</u> Signature: <u>Red Cross Evac. Mgr.</u> | | |
| ICS 213 | Date/Time: <u>06/15/17 1422 MST</u> | |

ICS-213 Form - Avoid Introducing Panic

- Exercises & Training Events
 - Clearly indicate at both the beginning and end of a transmission that an exercise is in process by stating the phrase:

EXERCISE EXERCISE EXERCISE

- Always use a calm voice and cadence

OUR GOAL

- To provide guaranteed delivery of data with 100% fidelity of data in a timely manner

ICS-213 Form

- QUESTION?