

# 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

- Use a version of the form that has numbered fields

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: _____	

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:
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### SIGNATURE BLOCK

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

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

- 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

SIGNATURE BLOCK

9. Reply:

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): <b>MICA FIRE EXERCISE</b>		
2. To (Name and Position): <b>Jane Reynolds, Red Cross Evacuation Shelter Manager</b>		
3. From (Name and Position): <b>Diana Smith, Supply Unit Manager</b>		
4. Subject: <b>Water and bedding requirements</b>	5. Date: <b>06/15/17</b>	6. Time: <b>1330 MST</b>
7. Message:  <b>7.A Mccall High School Red Cross Evacuation Shelter.</b>  <b>7.A.1 Advise how many cots and blankets are needed at Mccall High.</b>  <b>7.A.2 Advise how many bottles of water are needed at Mccall High.</b>  <b>7.A.3 Advise how many evacuees are currently being housed at Mccall High.</b>		
8. Approved by: Name: <u><b>Diana Smith</b></u> Signature: <u><b>Diana Smith</b></u> Position/Title: <u><b>Supply Unit Mgr.</b></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): <b>MICA FIRE EXERCISE</b>		
2. To (Name and Position): <b>Jane Reynolds, Red Cross Evacuation Shelter Manager</b>		
3. From (Name and Position): <b>Diana Smith, Supply Unit Manager</b>		
4. Subject: <b>Water and bedding requirements</b>	5. Date: <b>06/15/17</b>	6. Time: <b>1330 MST</b>
7. Message:  <b>7.A Mccall High School Red Cross Evacuation Shelter.</b>  <b>7.A.1 Advise how many cots and blankets are needed at Mccall High.</b>  <b>7.A.2 Advise how many bottles of water are needed at Mccall High.</b>  <b>7.A.3 Advise how many evacuees are currently being housed at Mccall High.</b>		
8. Approved by: Name: <u><b>Diana Smith</b></u> Signature: <u><b>Diana Smith</b></u> Position/Title: <u><b>Supply Unit Mgr.</b></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:  <u>ZA MCGALL HIGH SCHOOL RED CROSS EVACUATION SHELTER.</u>  <u>ZA.1 ADVISE HOW MANY COTS AND BLANKETS ARE NEEDED AT MCGALL HIGH.</u>  <u>ZA.2 ADVISE HOW MANY BOTTLES OF WATER ARE NEEDED AT MCGALL HIGH.</u>  <u>ZA.3 ADVISE HOW MANY EVACUEES ARE CURRENTLY BEING HOUSED AT MCGALL 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 MCGALL 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>	

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?