

# 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

# 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

# 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: _____	

# 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: _____	

# 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:
-------------

SIGNATURE BLOCK



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



# 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:**

# 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.

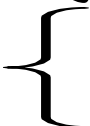
# ICS-213 Form RRI

REPLY BLOCK



9. Reply:

SIGNATURE BLOCK



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

# ICS-213 Form RRI Reply Block

**9. Reply:**

# 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.

# 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

# 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

# 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>		

# 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>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

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.

# 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

# 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

## GENERAL MESSAGE (ICS 213)

- Delivered to Documentation Unit at the conclusion of the event

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?