

General Message (ICS FORM 213-OS)

Purpose. The General Message is used by:

- Incident personnel to record incoming messages which cannot be orally transmitted to the intended recipients;
- Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee;
- Incident personnel to send any message or notification to incident personnel which requires a hard-copy delivery;
- Incident personnel to place resource orders.

Preparation. This form is prepared by any incident personnel needing to transmit a hard-copy message. The recipient should send a timely reply to the originator, as necessary.

Distribution. Upon completion, the General Message may be hand-carried to the addressee or to the incident Communications Center for transmission. Originator retains a copy of the form. All completed original forms **MUST** be given to the Documentation Unit.

| Item # | Item Title | Instructions |
|--------|--|---|
| 1. | Incident Name | Enter the name assigned to the incident. |
| 2. | Date and Time of Message | Enter the date and time of message origination. |
| 3. | To | Enter name and ICS position of message recipient. |
| 4. | From | Enter name and ICS position of message sender. |
| 5. | Subject | Indicate the message subject. |
| 6. | Message | Enter message. |
| 7. | Reply | This section to be used by the unit/person who receives the message to reply to your message. |
| 8. | Signature/Position Date/Time of reply | Enter name and position of person replying to this message. Enter date (month, day, year) and time of reply (24-hour clock). |