

ICS 213 General Message

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

(For RACES/ARES® use)

GENERAL MESSAGE	Date Prepared:
	Time Prepared:
Task Name:	Prepared By:

TO:	FROM:
Name:	Name:
Organization:	Organization:
Address:	Address:
City, ST, Zip	City, ST, Zip
Telephone:	Telephone:

Subject:

MESSAGE:

Signature:	Position:
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WebEOC Updated Time: _____ Operator _____	RCVD: Date: _____ Time: _____ Operator: _____ Method _____	XMIT: Date: _____ Time: _____ Operator: _____ Method _____
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(For RACES/ARES® use)

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

REPLY:

Signature:	Position:
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WebEOC Updated Time: _____ Operator _____	RCVD: Date: _____ Time: _____ Operator: _____ Method _____	XMIT: Date: _____ Time: _____ Operator: _____ Method _____
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(For RACES/ARES® use)

USER INSTRUCTIONS

The shaded boxes are to be used by the RACES/ARES®, for detailed instructions see below.

Task Name: Enter the task name for this incident if known or the Incident Name and Operational Period.

Date and Time Prepared: Enter the date and time this message was prepared.

Prepared By: Enter the name of the person and their position that is preparing this message.

TO: Enter all information that is known about who this message is to be sent to.

FROM: Enter all information about the sender of this message. This information is used for return of a reply if one is needed.

SUBJECT: Enter a subject statement. (e.g. Supply Request, Resource Request, Hourly Report)

MESSAGE: Enter your message here.

Signature & Position: REQUIRED FIELDS No message should be sent without the required signature and position filled out.

REPLY: Fill in the reply.

Signature & Position: REQUIRED FIELDS No message should be sent without the required signature and position filled out.

RACES/ARES Handling Instructions

Sending Original:

Upon receipt of the message follow standard NTS Message handling guidelines to fill out the header.

Use the top shaded header block for sending the message.

Use the second shaded boxes to indicate date, time and operator (Callsign of individual) that transmitted the message and by what method. (e.g. P = Packet, V =Voice)

Message numbers: Keep message numbers for sent and received together by assigning a suffix of A for original, B for reply. (e.g. Number 200812011A for Year XXXX Month XX Day XX Msg. Number X Suffix X) This will allow for matching a request with a reply. If you originate the message use A, if you are replying use B.

MESSAGE CENTER INSTRUCTIONS

Message center should log all messages on LCSOP-005-01-2006 APPENDIX C-3 Message Log. Message center should verify that all fields are completed and that a valid signature and position is filled-in before routing to radio operator for transmission.