

GENERAL MESSAGE (ICS FORM 213)

The General Message form in use within the ICS is a three-part form.

Purpose. The General Message form is used by:

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

Initiation of Form. The General Message form may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the General Message may be:

4. Hand carried to the addressee.
5. Hand carried to the incident Communication Center for transmission.

Instructions for Completing the General Message (ICS Form 213).	
ITEM TITLE	INSTRUCTIONS
To	Indicate Unit/Person the General Message is intended for. Be specific.
Office	Indicate the location where the Unit/Person is located, e.g., Ground Support Unit Leader, Simpson Camp, Communications, etc.
From	Indicate appropriate designation and location of sender.
Subject	Fill in if applicable.
Date	List the date and time.
Message	Briefly complete. Think through your message before writing it down. Try to be as concise as possible.
Reply	This section is intended to be used by the Unit/Person who receives the message to reply to your message.
Date	Record the date and time of reply.
Signature	Record signature and title of person replying.
White Copy / Pink Copy	Both copies are sent by the person who initiates the message.
Yellow Copy	Retained by the person who initiates the message.
Pink Copy	May be returned to the person who initiates the message.