



GENERAL MESSAGE

PURPOSE

The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that require hard-copy delivery.

PREPARATION

The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

DISTRIBUTION

Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

NOTES

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Incident Type	Enter the type of incident. Eg: wildfire, flood, etc.
3	Date Prepared	Enter date prepared (day/month/year).
4	Time Prepared	Enter the time prepared (Use 24-hour clock).
5	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
6	Message	Enter who (by Name and Position) the message is intended for, who the message is from (by Name and Position) and what the subject matter is. Mark clearly whether URGENT. contents of the message, try to be as clear and soncise as possible.
7	Prepared By	Enter the name, position, date and time of the person completing the ICS 209.



1. INCIDENT NAME / NUMBER

3. DATE PREPARED		4. TIME PREPARED	
DATE		TIME	

2. INCIDENT TYPE

5. OPERATIONAL PERIOD (DATE & TIME)			
FROM		TO	

6. MESSAGE

TO		POSITION	
FROM		POSITION	
SUBJECT			

MESSAGE

DATE		TIME		SIGNATURE POSITION	
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7. PREPARED BY (INCLUDE POSITION, DATE & TIME)

NAME		DATE		TIME	
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