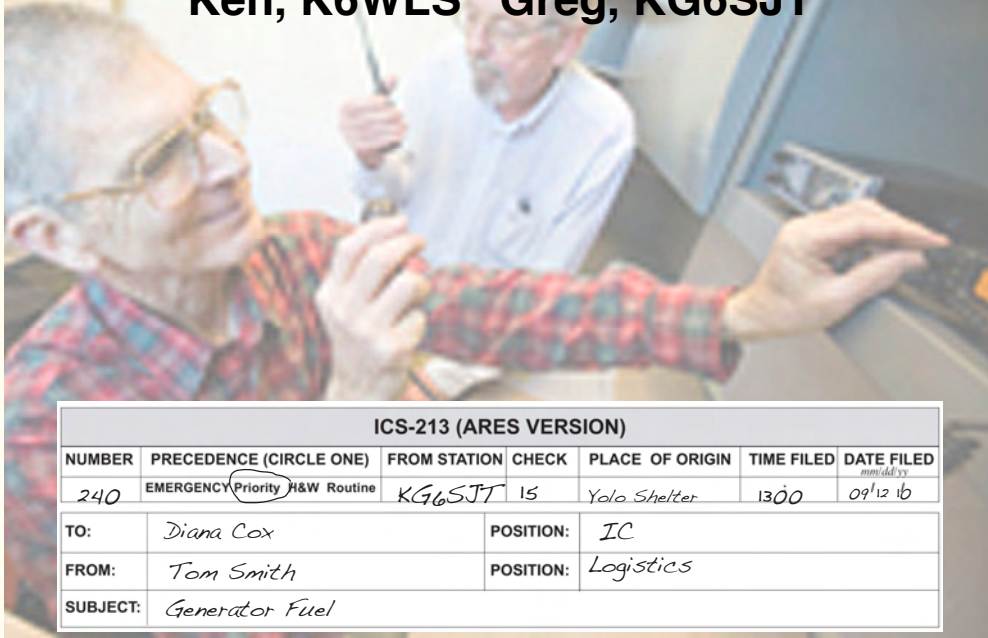


ICS-213 Message Training

Ken, K6WLS Greg, KG6SJT



Informal / Tactical Messages

Formal Written messages are **NOT** needed for most communications such as:

- “Real-Time” Tactical Communications:
- Direct conversations between third parties
- Life-safety matters when timing is critical
- Most routine task assignments
- Most routine task completions
- Most routine resource coordination



Practice Message Handling

The Goal of practice is to **send** and **receive**:

Accurate, Brief, Clear messages, in plain language, provide efficient emergency communications.

Always transmit messages exactly as written, even if it doesn't make sense to you.

We send each other messages all the time...

Messages on radio can be

- Informal or Tactical Communications

Formal Written Messages Are Needed For “Record” Documents

USE A FORMAL WRITTEN MESSAGE FOR:

- Station activation & closure
- Damage assessments
- Shelter and EOC status
- Situation updates
- Resource Requests
- ICS facility relocations

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
	EMERGENCY Priority H&W Routine					
TO:			POSITION:			
FROM:			POSITION:			
SUBJECT:						

MESSAGE COMPOSITION :

Keep messages short

Don't use abbreviations

No Punctuation (except end of sentence)

Include title/ ICS position in address

Include title/ ICS position in signature

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MESSAGE FORMS :

For many years amateur radio operators have sent messages using the radiogram form.

Currently, most served government agencies require use of the ICS-213 form to document messages

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
	EMERGENCY Priority H&W Routine					
TO:		POSITION:				
FROM:		POSITION:				
SUBJECT:						

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Using the ICS-213 Form

Preamble

To / From Address

Message text

Signature

Message Reply

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
	EMERGENCY Priority H&W Routine					
TO:		POSITION:				
FROM:		POSITION:				
SUBJECT:						
MESSAGE BODY:						
RECEIVED FROM:	INITIALS:	POSITION:				
RECEIVED BY:	(Call sign)	RECEIVED TIME:		RECEIVED DATE:		
REPLY						
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED	
(Message number above)						
RECEIVED FROM:	INITIALS:	POSITION:				

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ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox	POSITION:	IC			
FROM:	Tom Smith	POSITION:	Logistics			
SUBJECT:	Generator Fuel					

Message Number

This is the number assigned by the first Amateur sending the message. It never changes, no matter how many other operators handle the message.

DON'T say the words “my number two four oh”.

DO say “Message Number Two, Four, Zero”

8

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox		POSITION:	IC		
FROM:	Tom Smith		POSITION:	Logistics		
SUBJECT:	Generator Fuel					

Precedence

This tells the importance, or how urgent the traffic is.

99% of all traffic is usually tagged as “Routine.”

Emergency [EMERGENCY] Spell out in full (Life or death).

Priority - (Urgent).

H&W- Inquiry or report as to **Health** or **Welfare** of an individual in the disaster area.

Routine - (All other messages). Handle last.

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ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox		POSITION:	IC		
FROM:	Tom Smith		POSITION:	Logistics		
SUBJECT:	Generator Fuel					

From Station

This is the call sign of the station that first sent the message.

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ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox		POSITION:	IC		
FROM:	Tom Smith		POSITION:	Logistics		
SUBJECT:	Generator Fuel					

Check

Actual number of words, character groups and separators (X) in TEXT

This does **not** include anything in the preamble, address and signature.

Note: *When you use the word “X-Ray” to indicate punctuation, it counts as a word.*

Say “figures one five”

11

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox		POSITION:	IC		
FROM:	Tom Smith		POSITION:	Logistics		
SUBJECT:	Generator Fuel					

Place of Origin

This is the actual place where the message started from, not necessarily the location of the Station of Origin.

For example if you originate a message for a person in a town that is not your own, use that person’s own town. Otherwise, use your own location.

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ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox		POSITION:	IC		
FROM:	Tom Smith		POSITION:	Logistics		
SUBJECT:	Generator Fuel					

Time Filed

Time the message was written.

Time should be in 24 hour format.

Use **LOCAL** time in an emergency.. not UTC time.

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ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox		POSITION:	IC		
FROM:	Tom Smith		POSITION:	Logistics		
SUBJECT:	Generator Fuel					

Date

The date message was written.

Use the Month Day format
DON'T say "9/12/10" for date.

DO say "ZERO NINER, ONE TWO, ONE ZERO".

Say "Break" to indicate the end of the preamble

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ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09/12/10
TO:	Diana Cox		POSITION:	IC		
FROM:	Tom Smith		POSITION:	Logistics		
SUBJECT:	Generator Fuel					

TO

Complete info: **Name, and ICS position** to whom you are sending the message.

From

Complete info: **Name, and ICS position** for whom you are sending the message.

Subject

Just like an email – the subject of your message.

Say "Break for text"

15

MESSAGE BODY:						
Need	40	gallons	diesel	fuel		5
for	backup	generator	ASAP	X		10
Please	advise	ETA	of	delivery		15
						20
						25
						30
						35
						40
						45
SIGNATURE:	Tom Smith		POSITION:	Logistics		

Message Body

Keep it all brief and to the point - 45 words or less
(if possible)

NOTE: ASAP should be said as "INITIALS Alpha Sierra Alpha Papa"

NOTE: ETA should be said as "INITIALS Echo Tango Alpha"

Use "X-Ray" in place of periods. "X-Ray" counts as a word.

Say "BREAK for signature"

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MESSAGE BODY:					
Need	40	gallons	diesel	fuel	5
for	backup	generator	ASAP	X	10
Please	advise	ETA	of	delivery	15
					20
					25
					30
					35
					40
					45

SIGNATURE:	Tom Smith	POSITION:	Logistics
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Signature / Received from

The Signature and Position identifies the person sending the message.

This will often be the person identified in the "From", but it may be another person.

Say "END of Message"

17

RECEIVED FROM:	Tom Smith	INITIALS:		POSITION:	Logistics
RECEIVED BY:	K6WLS	(Call sign)	RECEIVED TIME:	1326	RECEIVED DATE:
			24 hours format	Month	Day
					09/12/10

Received By

The call sign of the operator receiving the message.

Fill in the **date and time you** received the message

18

REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	K6WLS	10	EOC	1410	09 12 10
Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10

The Reply

When sending a REPLY, state that you are sending a REPLY to message number XX.

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	K6WLS	10	EOC	1410	09 12 10
Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10

From Station

This is the call sign of the station sending the REPLY.

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240 <small>(Message number above)</small>	K6WLS	10	EOC	1410	09 12 10
Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10

Check

Actual number of words, character groups, and separators (X) in REPLY text.

21

REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240 <small>(Message number above)</small>	K6WLS	10	EOC	1410	09 12 10
Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10

Place of Origin

This is the location where the message REPLY is being sent from.

22

REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240 <small>(Message number above)</small>	K6WLS	10	EOC	1410	09 12 10
Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10

Time Filed

Time the REPLY message was written.

Time should be in 24 hour format.

USE local time, not UTC time.

Say "figures: one four one zero"

23

REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240 <small>(Message number above)</small>	K6WLS	10	EOC	1410	09 12 10
Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10

Date Filed

Date the Reply was written.

Use the mm dd yy format

DON'T say "09/12/10" for date.

DO say "zero niner one two one zero".

Say "BREAK for text"

24

Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10
					15
					20
					25
					30
					35

REPLY Message Body

Keep it all brief and to the point - 35 words or less (if possible)

Use "X-Ray" in place of periods. "X-Ray" counts as a word.

Say "**BREAK for signature**"

25

PROWORDS / OPERATING WORDS

Meaning

Start of message
 From (Originator's ID)
 Pause for fills
 Pause (pause longer)
 More to follow
 End of message
 Transmission received satisfactorily
 Go ahead
 End of this transmission, Reply needed
 End of transmission, No reply required
 Yes
 No

Word(s)

NUMBER
FROM
BREAK
WAIT (WAIT OUT)
MORE
END OF MESSAGE
ROGER
GO, OVER
OVER
OUT
AFFIRMATIVE
NEGATIVE

27

RECEIVED FROM: <small>Print name</small>	Erik Dash	INITIALS:		POSITION:	EOC Logistics
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Signature / Received From

The Signature / Name and Position identifies the person sending the REPLY message.

Say "**END of Message**"

Check to see if anyone needs a fill or a correction.

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PROWORDS / OPERATING WORDS

Meaning

Ready to receive message
 Confirm the following
 I will spell the group
 Please repeat
 ...the word after ___
 ...the word before ___
 ...all after ___
 ...all before ___
 ...all between ___ and ___
 I will repeat (correction or clarity)
 Your transmission is too fast,
 Series of numbers follows
 Single number

Word(s)

READY
CONFIRM
I SPELL (as letters / phonetically)
SAY AGAIN
WORD AFTER
WORD BEFORE
ALL AFTER ___
ALL BEFORE ___
ALL BETWEEN ___AND ___
I SAY AGAIN
SPEAK SLOWER
FIGURES
FIGURE

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PROWORDS / OPERATING WORDS

<u>Meaning</u>	<u>Word(s)</u>
Series of initials follows	INITIALS
Single initial	INITIAL
Group of letters & numbers	MIXED GROUP
Amateur call sign	AMATEUR CALL
Internet Address	INTERNET ADDRESS

PUNCTUATION

<u>Mark</u>	<u>As Written</u>	<u>Voiced</u>
/	/	SLASH
?	QUERY	QUERY
,	COMMA	COMMA
. (period)	X	INITIAL X-RAY
. (decimal)	R	ROMEO
@	ATSIGN	INITIALS ALPHA TANGO SIERRA INDIA GOLF NOVEMBER

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PROWORDS & PHONETICS EXAMPLES

MIXED GROUP FIGURE(S)

2C "mixed group figure TWO CHARLIE"

2/C "mixed group figure TWO SLASH CHARLIE"

146R67 "mixed group figures ONE FOUR SIX ROMEO SIX SEVEN"

AMATEUR CALL

K6WLS "amateur call KILO SIX WHISKEY LIMA SIERRA"

EMAIL

kg6sjt@gmail.com "email address KILO GOLF SIX SIERRA JULIET TANGO .

ATSIGN I spell A-T-S-I-G-N . . GOLF MIKE ALPHA INDIA LIMA . . DOT I spell

D-O-T . . CHARLIE OSCAR MIKE" (This would count as 5 words)

KG6SJT ATSIGN GMAIL DOT COM

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PROWORDS & PHONETICS EXAMPLES

FIGURE(S)

4 "figure FOUR"

46 "figures FOUR SIX"

TELEPHONE FIGURES

410 555 1234 "figures FOUR ONE ZERO . . FIFE FIFE FIFE . . ONE TWO

TREE FOUR"

INITIAL(S) (Letter Group)

John A Smith "JOHN . . initial ALPHA . . SMITH"

I AM "initial INDIA . . AM"

X "initial X-RAY"

PM "initials PAPA MIKE"

MIXED GROUP

B6 "mixed group BRAVO SIX"

R/9 "mixed group ROMEO SLASH NINER"

I/O "mixed group INDIA SLASH OSCAR"

W6KJX/VA "mixed group

WHISKEY SIX KILO JULIET XRAY SLASH VICTOR ALPHA"

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QUESTIONS?

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www.yoloares.org/messaging

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