ICS-213 Message Training
Ken, K6WLS   Greg, KG6SJT

ICS-213 (ARES VERSION)							
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN		TIME FILED	DATE FILED *mm/dd/yy*
240	EMERGENCY Priority(circled) H&W Routine	KG6SJT	15	Yolo Shelter		1300	09/12/10
TO:	Diana Cox			**POSITION:**	IC		
FROM:	Tom Smith			**POSITION:**	Logistics		
SUBJECT:	Generator Fuel						

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

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

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

MESSAGE COMPOSITION :

Keep messages short
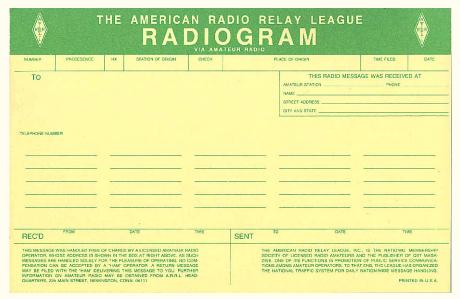
Don't use abbreviations

No Punctuation (except end of sentence)

Include title/ ICS position in address

Include title/ ICS position in signature

MESSAGE FORMS :

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

Currrently, 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 *mm/dd/yy*
	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 mm/dd/yy
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*"

ICS-213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED *mm/dd/yy*
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 *mm/dd/yy*
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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.

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED *mm/dd/yy*
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*"

ICS-213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd/yy
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.

ICS-213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED *mm/dd/yy*
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 *mm/dd/yy*
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

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd/yy
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 messsage.

Say "Break for text"

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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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	

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 Messsage"

RECEIVED FROM: Print name	Tom Smith	INITIALS:		POSITION:	Logistics
RECEIVED BY:	K6WLS (Call sign)	RECEIVED TIME: 24 hours format	1326	RECEIVED DATE: 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

REPLY						
REPLY TO MESSAGE NUMBER		**FROM STATION**	**CHECK**	**PLACE OF ORIGIN**	**TIME FILED**	**DATE FILED** *mm/dd/yy*
240	(Message number above)	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 mm/dd/yy
240	(Message number above)	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 *mm/dd/yy*
240	(Message number above)	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.

REPLY						
REPLY TO MESSAGE NUMBER		FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED *mm/dd/yy*
240	(Message number above)	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.

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REPLY						
REPLY TO MESSAGE NUMBER		FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED *mm/dd/yy*
240	(Message number above)	K6WLS	10	EOC	1410	0 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

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REPLY					
REPLY TO MESSAGE NUMBER		FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED *mm/dd/yy*
240	(Message number above)	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"

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				5
Fuel	delivery	scheduled	for	5 PM
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*"

RECEIVED FROM: *Print name*	Erik Dash	INITIALS:		POSITION:	EOC logistics

Signature / Received From

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

Say "END of Messsage"

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

PROWORDS / OPERATING WORDS

Meaning	Word(s)
Start of message	**NUMBER**
From (Originator's ID)	**FROM**
Pause for fills	**BREAK**
Pause (pause longer)	**WAIT (WAIT OUT)**
More to follow	**MORE**
End of message	**END OF MESSAGE**
Transmission received satisfactorily	**ROGER**
Go ahead	**GO, OVER**
End of this transmission, Reply needed	**OVER**
End of transmission, No reply required	**OUT**
Yes	**AFFIRMATIVE**
No	**NEGATIVE**

PROWORDS / OPERATING WORDS

Meaning	*Word(s)*
Ready to receive message	**READY**
Confirm the following	**CONFIRM**
I will spell the group	**I SPELL** (as letters / phonetically)
Please repeat	**SAY AGAIN**
...the word after __	**WORD AFTER**
...the word before ___	**WORD BEFORE**
...all after ___	**ALL AFTER ____**
...all before __	**ALL BEFORE ____**
...all between __ and __	**ALL BETWEEN __AND __**
I will repeat (correction or clarity)	**I SAY AGAIN**
Your transmission is too fast,	**SPEAK SLOWER**
Series of numbers follows	**FIGURES**
Single number	FIGURE

PROWORDS / OPERATING WORDS

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

PUNCTUATION

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

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"*

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)

    <u>KG6SJT</u>   <u>ATSIGN</u>   <u>GMAIL</u>   <u>DOT</u>   <u>COM</u>

QUESTIONS?

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www.yoloares.org/messaging