



# Messaging using the ICS 213 Form



In this presentation we will review filling out an ICS 213 ARES message form. We will also practice filling in the 213 message form from various sources of information.



ICS 213 (ARES VERSION)							
NUMBER	PRECEDENCE (CIRCLE ONE)	HX	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd
	EMERGENCY Priority H&W Routine					:	/
<b>HANDLING INSTRUCTIONS (HX):</b> (choose one if required)	HXB:	Cancel message if not delivered within specified hours of filing time; reply to originating station if not delivered.					
	HXC:	Report date and time of delivery of the message back to the originating station.					
	HXE:	Delivering station get reply from addressee, originate message back.					
TO:				POSITION:			
FROM:				POSITION:			
SUBJECT:							
<b>MESSAGE BODY:</b>							
						5	
						10	
						15	
						20	
						25	
						30	
						35	
						40	
						45	
RECEIVED FROM:				INITIALS:			POSITION:
RECEIVED BY:	(call sign)			RECEIVED TIME:	:	RECEIVED DATE:	/
<b>REPLY:</b>							
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd		
(Message number above)				:	/		
						5	
						10	
						15	
						20	
						25	
						30	
RECEIVED FROM:				INITIALS:			POSITION:

NUMBER	PRECEDENCE (CIRCLE ONE)	HX	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd
	EMERGENCY Priority H&W Routine					:	/
<b>HANDLING INSTRUCTIONS (HX):</b> (choose one if required)	HXB:	Cancel message if not delivered within specified hours of filing time; reply to originating station if not delivered.					
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**Message Number:** This is the number assigned by the first Amateur sending the message.

**Precedence:** This tells the importance, or how urgent the traffic is.

**Handling Instructions** are sometimes used to tell the various stations along the way, what the desires of the originating station are.

**From Station:** This is the call sign of the Amateur Radio Station generating (originating) this message.

**Check:** Actual number of words, character groups and separators (X) in TEXT.

**Place of Origin:** This field is the City and State of either the Station of Origin or the person in the Signature.

**Time filed:** The time the message was originated, in 24 Hour format

**Date Filed:** The date message was written, in mm/dd format.

TO:		POSITION:	
FROM:		POSITION:	
SUBJECT:			

**To:** Name and ICS position to whom you are sending the message.

**From:** Name and ICS position for whom you are sending the message.

**Subject:** the subject of your message.

MESSAGE BODY:				
				5
				10
				15
				20
				25
				30
				35
				40
				45

**Message:** This is the message you are sending. It should be short (usually less than 25 words).

RECEIVED FROM:		INITIALS:		POSITION:	
RECEIVED BY:	(call sign)	RECEIVED TIME:	:	RECEIVED DATE:	/
				mm/dd	

The Received From, Initials and Position identifies the person sending the message. This will often be the person identified in the “From”, but it may be another person.

Received By: This is the call sign of the operator receiving the message. If you are receiving the message, it is your call sign. If you are sending the message, it is the other ham operator’s call sign.

REPLY:					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd
(Message number above)				:	/
					5
					10
					15
					20
					25
					30
RECEIVED FROM:		INITIALS:		POSITION:	

If the message being sent needs a reply, you would use this section to receive the reply. When sending a REPLY, state that you are sending a REPLY to message number XX. The other sections are filled out the same as the message above.



## Exercise 1:

Compose a message in ARES ICS 213 format using the information on the next slide.



Mary Doe, the Shelter Manager at Booth Bay asks you to send the following message to Jane Smith, the Supply Unit Leader at 412 Hillside Blvd, Foster City, CA 94404

“Need 50 more cots at Booth Bay Shelter ASAP”

Mary Doe also would like to know the date and time the message was delivered.



### ICS 213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	HX	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd
1	Priority	C	KI6QWL	9	Foster City CA	19:30	03/08

<b>HANDLING INSTRUCTIONS (HX):</b> <small>(choose one if required)</small>	HXB:	Cancel message if not delivered within specified hours of filing time; reply to originating station if not delivered.
	HXC:	Report date and time of delivery of the message back to the originating station.
	HXE:	Delivering station get reply from addressee, originate message back.

TO:	Jane Smith	POSITION:	Supply Unit Leader
FROM:	Mary Doe	POSITION:	Booth Bay Shelter Manager
SUBJECT:	Need Cots		

MESSAGE BODY:					
Need	50	more	cots	at	5
Booth	Bay	Shelter	ASAP		10
					15
					20
					25
					30
					35
					40
					45

RECEIVED FROM:	Mary Doe	INITIALS:	MD	POSITION:	Booth Bay Shelter Manager
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RECEIVED BY:	(call sign)	RECEIVED TIME:	:	RECEIVED DATE:	mm/dd	/
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## Exercise 2:

Compose a message in ARES ICS 213 format using the information on the next slide.



**Woodland California**

**To: Yolo ARES Group**

**Flooding in the vicinity of Madison is likely to occur within 48 hours. All ARES members should be prepared to deploy at a moments notice.**

**From: John Smith, Operations Coordinator**

## ICS 213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	HX	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd
2	Priority		K16QWL	26	Woodland CA	19:45	03/08

<b>HANDLING INSTRUCTIONS (HX):</b> (choose one if required)	HXB:	Cancel message if not delivered within specified hours of filing time; reply to originating station if not delivered.
	HXC:	Report date and time of delivery of the message back to the originating station.
	HXE:	Delivering station get reply from addressee, originate message back.

TO:	Yolo Ares Group	POSITION:	Ham operator
FROM:	John Smith	POSITION:	Operations Coordinator
SUBJECT:	ARES deployment		

### MESSAGE BODY:

Flooding	In	The	Vicinity	Of	5
Madison	Is	Likely	To	Occur	10
Within	48	Hours	X	All	15
ARES	Members	Should	Be	Prepared	20
To	Deploy	At	A	Moments	25
Notice					30
					35
					40
					45

RECEIVED FROM:	John Smith	INITIALS:	JS	POSITION:	Operations Coordinator
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RECEIVED BY:		RECEIVED TIME:	:	RECEIVED DATE:	/
	(call sign)			mm/dd	



## Exercise 3:

Fill in the ARES ICS 213 form using the information on the next slide.

### GENERAL MESSAGE

<b>TO:</b> Steve Johnson	<b>POSITION:</b> Supply Unit Leader	
<b>FROM:</b> Sally Summers	<b>POSITION:</b> S&R Team 1 Leader	
<b>SUBJECT:</b> cribbing supplies	<b>DATE:</b> March 8, 2010	<b>TIME:</b> 19:25

#### MESSAGE:

One person trapped. Need 2 pry bars and enough cribbing for 2 supports, each 2 feet high.

**SIGNATURE:** Sally Summers

**POSITION:** S&R Team 1 Leader  
Foster City CERT

### ICS 213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	HX	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd
3	Priority		K16QWL	19	Foster City CA	19:25	03/08

<b>HANDLING INSTRUCTIONS (HX):</b> (choose one if required)	HXB:	Cancel message if not delivered within specified hours of filing time; reply to originating station if not delivered.
	HXC:	Report date and time of delivery of the message back to the originating station.
	HXE:	Delivering station get reply from addressee, originate message back.

TO:	Steve Johnson	POSITION:	Supply Unit Leader
FROM:	Sally Summers	POSITION:	S&R Team 1 Leader
SUBJECT:	Cribbing Supplies		

MESSAGE BODY:					
One	Person	Trapped	X	Need	5
2	Pry	Bars	And	Enough	10
Cribbing	For	2	Supports	,	15
each	2	feet	high		20
					25
					30
					35
					40
					45

RECEIVED FROM:	Sally Summers	INITIALS:	SS	POSITION:	S & R Team 1 Leader
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## Exercise 4:

Fill in the ARES ICS 213 form listening to the information on the next slide.



Number 3 Priority C Kilo Charlie Six Bravo Lima Oscar one six Foster I spell  
Foxtrot Oscar Sierra Tango Echo Romeo City California Two Zero Zero Five May  
Nine

William Walters Public Works

Sandy Winters Police Officer

Fallen tree

Break for message

Large tree blocking intersection of Edgewater and Hillsdale Boulevard xray Send  
work crew to I spell Tango Oscar clear tree

Break for signature

Sandy Winters

End of Message

## ICS 213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	HX	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED mm/dd
4	Priority	C	KC6BLO	16	Foster Ctiy, CA	<b>20:05</b>	5/9

<b>HANDLING INSTRUCTIONS (HX):</b> (choose one if required)	HXB:	Cancel message if not delivered within specified hours of filing time; reply to originating station if not delivered.
	HXC:	Report date and time of delivery of the message back to the originating station.
	HXE:	Delivering station get reply from addressee, originate message back.

TO:	William Walters	POSITION:	Public Works
FROM:	Sandy Winters	POSITION:	Police Officer
SUBJECT:	Fallen Tree		

**MESSAGE BODY:**

Large	Tree	Blocking	Intersection	Of	5
Edgewater	And	Hillsdale	Boulevard	X	10
Send	Work	Crew	To	Clear	15
tree					20
					25
					30
					35
					40
					45

RECEIVED FROM:	Sandy Winters	INITIALS:	SW	POSITION:	Police Officer
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RECEIVED BY:	(call sign)	RECEIVED TIME:	:	RECEIVED DATE:	/
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*“The Job Is Never Complete  
Until The Paperwork Is Done!”*



