

**TX-TERT**



**Texas Telecommunicator Emergency Response Taskforce**





# WHEN it happens to you!

## Completing the ICS 213 General Message Form

| GENERAL MESSAGE |           |                     |
|-----------------|-----------|---------------------|
| TO:             | POSITION: |                     |
| FROM:           | POSITION: |                     |
| SUBJECT:        | DATE:     | TIME:               |
| MESSAGE:        |           |                     |
| SIGNATURE:      | POSITION: |                     |
| REPLY:          |           |                     |
| DATE:           | TIME:     | SIGNATURE/POSITION: |

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# Objectives

- Understand the sections of the ICS 213 General Message Form
- Learn what content belongs in each section
- Practice completing a form
- Review the form after completion



# About the Form

- The ICS 213 General Message Form is available in:
  - Printed form as a single page
  - Printed as a two part “carbonless” form
- Information entered on top page is carbon copied to the second page
  - Second page is used to forward message with reply to sender, top page is retained as file copy



# Electronic “form”

- Word template (.dot), Word document (.doc)
- Adobe PDF file (.pdf) May either allow electronic entry on form or form must be printed and completed by hand
- Other variants (WordPerfect, etc.)
- If you’re filling out the forms manually always keep in mind the reader.



# Sections of the Form

Header



Message



Message  
Signature Block



Reply



Reply Signature  
Block



| GENERAL MESSAGE |           |                     |
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| SUBJECT:        | DATE:     | TIME:               |
| MESSAGE:        |           |                     |
|                 |           |                     |
| SIGNATURE:      | POSITION: |                     |
| REPLY:          |           |                     |
|                 |           |                     |
| DATE:           | TIME:     | SIGNATURE/POSITION: |



# Header

|  |                                    |
|--|------------------------------------|
| TO:<br>Recipient                         | POSITION:<br>Recipient's Position  |
| FROM:<br>Originator                      | POSITION:<br>Originator's Position |
| SUBJECT:<br>What the message is<br>about | DATE:<br>TIME:                     |

Date and Time when the Form was completed

- Full names of recipient and originator used
- ICS always uses functional, incident position/titles
- Subject should be concise and summarize topic of the message
- Date and Time form was completed  
(When the message and message signature block are complete, go back and fill in the date a time)



# Message

MESSAGE:

Message goes here





# Message Signature Block

Originator signs message and prints position title here

|            |           |
|------------|-----------|
| SIGNATURE: | POSITION: |
|------------|-----------|



# Reply

REPLY:

Reply goes here...



# Reply Signature Block

**When you are done with your reply sign and print your position, then add date and time**

|       |       |                     |
|-------|-------|---------------------|
| DATE: | TIME: | SIGNATURE POSITION: |
|-------|-------|---------------------|



# Exercise-Originator

Fill out the originator portion of the form:

You are:

Jose G. Lopez, Bigville Fire Chief  
Bigville Flood Incident Commander

Recipient is:

James M. Brown  
Area 1 Team Leader

The subject is:

Immediate Evacuation of Area Below Bigville Dam

Write a message and complete the Message Signature  
Block



# Exercise-Recipient

- Hand your message to the person on your right
- Write a reply message on the message you've just received
- Complete the Reply Signature Block

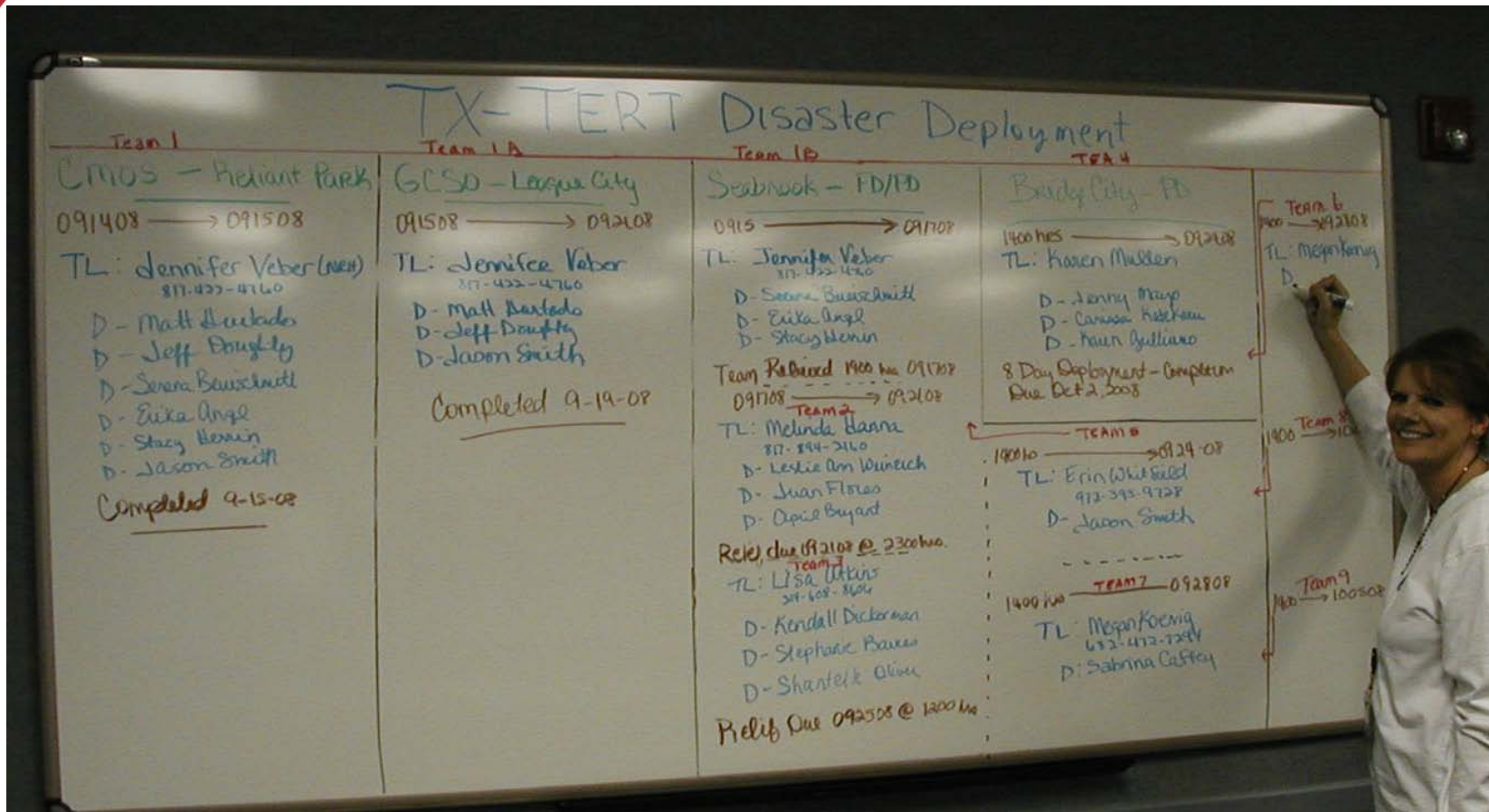


# Review

- Hand the form to the person in front of you
- We'll now review the forms to see how we did



# It happened to us!





# Resources Abound!

- For Administrators TERT DVD
- PSAP Manager Guide
- Requesting Agency Survey
- Response Form
- Team Member Survey & Supply List
- Hazard checklist
- Resource Analysis
- Risk Assessment Worksheet
- NENA Disaster & Contingency Checklist
- ANS for TERT



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# TX TERT CONTACT

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