

# 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 <small>mm/dd/yy</small>
240	EMERGENCY <u>Priority</u> 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

This form is titled "WHILE YOU WERE OUT". It includes fields for Date, Time, To, From, Call, Phone, and E-Mail. There are checkboxes for "Telephoned", "Returned Call", "Please Call", "Phone See Me", "With Call Again", and "Important". A "Message:" field is provided for notes. The form is signed at the bottom.

This form is titled "THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM". It includes fields for NUMBER, PRECEDENCE, IN, STATION OF ORIGIN, CHECK, PLACE OF ORIGIN, TIME FILED, and DATE. There are sections for TO, FROM, and SUBJECT. The form is signed at the bottom.

ICS-213 (ARES VERSION)						
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
	EMERGENCY Priority INSW 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

# MESSAGE FORMS :

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

**THE AMERICAN RADIO RELAY LEAGUE  
RADIOGRAM**  
VIA AMATEUR RADIO

NUMBER PRECEDENCE H&W STATION OF ORIGIN CHECK PLACE OF ORIGIN TIME FILED DATE

TO

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT  
AMATEUR STATION PHONE  
NAME  
STREET ADDRESS  
CITY AND STATE

REC'D FROM DATE TIME SENT TO DATE TIME

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. NO SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATORS. NO COMMUNICATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE NAME FOLLOWING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A FULL HEADQUARTERS, 226 MAIN STREET, BINGHAMTON, CORN. 06111

THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.

PRINTED IN U.S.A.

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

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	EMERGENCY Priority H&W Routine				:	mm/dd/yy / /
TO:			POSITION:			
FROM:			POSITION:			
SUBJECT:						

# 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 HSW Routine				:	mm/dd/yy / /
TO:			POSITION:			
FROM:			POSITION:			
SUBJECT:						
MESSAGE BODY:						
						5
						10
						15
						20
						25
						30
						35
						40
						45
RECEIVED FROM:		INITIALS:		POSITION:		
<small>Print name</small>						
RECEIVED BY:		(Call sign)	RECEIVED TIME:	:	RECEIVED DATE:	/ /
					mm/dd/yy	
REPLY						
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED	
(Message number above)				:	/ /	
						5
						10
						15
						20
						25
						30
						35
RECEIVED FROM:		INITIALS:		POSITION:		
<small>Print name</small>						

ICS-213 (ARES VERSION)							
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED <small>mm/dd/yy</small>	
240	EMERGENCY <u>Priority</u> 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*”



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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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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 <small>mm/dd/yy</small>
240	EMERGENCY <u>Priority</u> H&W Routine	KG6SJF	15	Yolo Shelter	13:00	09 <sup>1</sup> 12 <sup>1</sup> 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”**

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240	EMERGENCY <u>Priority</u> 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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NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY <u>Priority</u> 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.

ICS-213 (ARES VERSION)						
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240	EMERGENCY <u>Priority</u> H&W Routine	KG6SJT	15	Yolo Shelter	13:00	09 <sup>1</sup> 12 <sup>1</sup> 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 <small>mm/dd/yy</small>
240	EMERGENCY <u>Priority</u> 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”**

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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13 00

## 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"**



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: <small>Print name</small>	Tom Smith	INITIALS:		POSITION:	Logistics
RECEIVED BY:	K6WLS <small>(Call sign)</small>	RECEIVED TIME: <small>24 hours format</small>	1326	RECEIVED DATE: <small>Month Day</small>	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 <small>mm/dd/yy</small>	
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	

## The Reply

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

REPLY						
REPLY TO MESSAGE NUMBER		FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED <small>mm/dd/yy</small>
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.

REPLY						
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED <small>mm/dd/yy</small>	
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.**

REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED <small>mm/dd/yy</small>
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.

REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED <small>mm/dd/yy</small>
240 <small>(Message number above)</small>	K6WLS	10	EOC	1410	01 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

REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED <small>mm/dd/yy</small>
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"**



<i>Fuel</i>	<i>delivery</i>	<i>scheduled</i>	<i>for</i>	<i>5 PM</i>	5
<i>X</i>	<i>have</i>	<i>driver</i>	<i>contact</i>	<i>EOC</i>	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: <i>Print name</i>	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 Messsage”***

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

# 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**

# 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**

# PROWORDS / OPERATING WORDS

## Meaning

Series of initials follows

Single initial

Group of letters & numbers

Amateur call sign

Internet Address

## Word(s)

INITIALS

INITIAL

MIXED GROUP

AMATEUR CALL

INTERNET ADDRESS

## PUNCTUATION

### Mark

/

?

,

. (period)

. (decimal)

@

### As Written

/

QUERY

COMMA

X

R

ATSIGN

### Voiced

SLASH

QUERY

COMMA

INITIAL X-RAY

ROMEO

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)

KG6SJT ATSIGN GMAIL DOT COM

# QUESTIONS?

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***[www.yoloares.org/messaging](http://www.yoloares.org/messaging)***