<table>
<thead>
<tr>
<th>NUMBER</th>
<th>PRECEDENCE (CIRCLE ONE)</th>
<th>FROM STATION</th>
<th>CHECK</th>
<th>PLACE OF ORIGIN</th>
<th>TIME FILED</th>
<th>DATE FILED</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>EMERGENCY H &amp; W Routine</td>
<td>KG6SJT</td>
<td>15</td>
<td>Vet Med 2 UCD</td>
<td>13 00</td>
<td>SEPT 29</td>
</tr>
</tbody>
</table>

**TO:** Diana Cox, Safety Services  
**FROM:** Tom Smith  
**SUBJECT:** Generator Fuel
The Year

Although it is not necessary to transmit the year, it is needed for the record. Just write it in.

Formal messages, which are originated locally, are “record communications” which are public records and part of the formal incident log maintained by the served agency.
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”
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.
## From Station

This is the call sign of the station that first sent the message.
<table>
<thead>
<tr>
<th>NUMBER</th>
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<td>Sept 29</td>
</tr>
</tbody>
</table>

TO: Diana Cox, Safety Services  
FROM: Tom Smith  
SUBJECT: Generator Fuel  
POSITION: IC  
POSITION: Engineering

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”
<table>
<thead>
<tr>
<th>ICS-213</th>
<th>PLACE OF ORIGIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>PLACE OF ORIGIN</td>
</tr>
<tr>
<td>240</td>
<td>Vet Med 2 UCD</td>
</tr>
</tbody>
</table>

**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 the person’s own town. Otherwise, use your own location.
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**

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>PRECEDENCE (CIRCLE ONE)</th>
<th>FROM STATION</th>
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<td>15</td>
<td>Vet Med 2 UCD</td>
<td>1300</td>
<td>Sept 29</td>
</tr>
</tbody>
</table>

**TO:**

- **Diana Cox, Safety Services**
- **Position:** IC

**FROM:**

- **Tom Smith**
- **Position:** Engineering

**SUBJECT:** Generator Fuel

---

**Date**

The date message was written.

Use the Month day format

DON’T say “9/29” for date.

DO say “September two niner”.

Say “Break” to indicate the end of the preamble
<table>
<thead>
<tr>
<th>TO:</th>
<th>Diana Cox, Safety Services</th>
<th>POSITION:</th>
<th>IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Tom Smith</td>
<td>POSITION:</td>
<td>Engineering</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Generator Fuel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

From
Complete info: Name, Department, 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:**

<table>
<thead>
<tr>
<th>Need</th>
<th>40 gallons diesel fuel</th>
<th>for backup generator ASAP X</th>
<th>Please advise ETA of delivery</th>
</tr>
</thead>
</table>

**NOTE:** ASAP should be said as “INITIALS Alpha Sierra Alpha Papa”

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

Say “BREAK for signature”
Signature

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”
Received By

The call sign of the operator receiving the message.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Reply to Message Number</th>
<th>From Station</th>
<th>Check</th>
<th>Place of Origin</th>
<th>Time Filed</th>
<th>Date Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>WA6TQJ</td>
<td>10</td>
<td>UCD EOC</td>
<td>14 10</td>
<td>Sept 29</td>
</tr>
</tbody>
</table>

- **Fuel delivery scheduled for 5 PM**
- X have driver contact EOC
### 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 one zero”

<table>
<thead>
<tr>
<th>REPLY TO MESSAGE NUMBER</th>
<th>FROM STATION</th>
<th>CHECK</th>
<th>PLACE OF ORIGIN</th>
<th>TIME FILED</th>
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</table>

<table>
<thead>
<tr>
<th>Fuel</th>
<th>delivery</th>
<th>scheduled</th>
<th>for</th>
<th>5 PM</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>have</td>
<td>driver</td>
<td>contact</td>
<td>EOC</td>
<td>10</td>
</tr>
</tbody>
</table>
**Date Filed**

Date the Reply was written.

Use the Month Day format

DON’T say “9/29” for date.

DO say “September two niner”.

Say “BREAK for text”
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”
**Signature**

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

*Say “END of Message”*

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

AMATEUR CALL SIGN
Always say the call sign phonetically.

BREAK
Separates address from text and text from signature.

CORRECTION
“CORRECTION, word 5 is MIXED FIGURES, 5 PAPA MIKE”

Use 24 time format for times
Ideally use the 24 hour format time 1600 rather than 4PM

FIGURES
Used before word group consisting of numerals i.e. FIGURES 1 2 3.

TELEPHONE FIGURES
Used before telephone number 530 555 1212 in the Message Text counts as three words.
Tips and Prowords

INITIAL
Indicates a single letter will follow. *Initial Alpha*

INITIALS
Indicates that several letters, phonetically, will follow examples: UCD, MR, MRS, ATT, ARES

I SPELL
To spell a word phonetically “To- I spell Tango Oscar”

MIXED FIGURE GROUP
Several phonetic letters and numbers in a group will follow examples: 5PM, 403B, 3rd, 158TH

ROMEO
Often used in place of a decimal in mixed figure groups (example: 146R52 for 146.52)

X-RAY
End of sentence, in place of a “period”
Tips and Prowords

Introduce one or more initials with the proword “INITIAL” or “INITIALS,” followed by the letter or letters phonetically.

Introduce number groups with the proword “FIGURES.” Groups of figures are voiced individually, as in “Figures 1-2-1-5” -- not “twelve fifteen.”

Omitting the word “FIGURES” indicates that the words are spelled out as separate words.

one  two  three.

ALWAYS phonetically spell out ALL Names and Homophones

Jon  “I spell Juliet Oscar November”
to  “I spell Tango Oscar”
too  “I spell Tango Oscar Oscar”
two  “I spell Tango Whiskey Oscar”
Don’t have an ICS-213 form?

If you don’t have an ICS-213 form, you can remember the 7 preamble parts by using the first letter of each word in this phrase as a memory jogger:

*No Place For Check, Put The Date!*

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<td>EMERGENCY</td>
<td>Priority</td>
<td>H&amp;W Routine</td>
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