### ICS-213 (ARES VERSION)

<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</td>
<td>KG6SJT</td>
<td>15</td>
<td>Yolo Shelter</td>
<td>13:00</td>
<td>09/12/10</td>
</tr>
</tbody>
</table>

**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.

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

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>PRECEDENCE</th>
<th>FROM STATION</th>
<th>CHECK</th>
<th>PLACE OF ORIGIN</th>
<th>TIME FILLED</th>
<th>DATE FILLED</th>
<th>EMERGENCY Priority</th>
<th>R&amp;W Routine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO:</th>
<th>POSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>POSITION:</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td></td>
</tr>
</tbody>
</table>

**MESSAGE BODY:**

<table>
<thead>
<tr>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
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<tr>
<td>15</td>
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<td>30</td>
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<tr>
<td>35</td>
</tr>
<tr>
<td>40</td>
</tr>
<tr>
<td>45</td>
</tr>
</tbody>
</table>

**RECEIVED FROM:**

INITIALS:  POSITION:

**RECEIVED BY:**

(Call sign)  RECEIVED TIME:  RECEIVED DATE:  |

**REPLY**

REPLY TO MESSAGE NUMBER  FROM STATION | CHECK | PLACE OF ORIGIN | TIME FILLED | DATE FILLED |

<table>
<thead>
<tr>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
</tr>
<tr>
<td>15</td>
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<td>20</td>
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<td>30</td>
</tr>
<tr>
<td>35</td>
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</tbody>
</table>

**RECEIVED FROM:**

INITIALS:  POSITION:
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.
### ICS-213 (ARES VERSION)

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<tr>
<td>240</td>
<td>EMERGENCY Priority H&amp;W Routine</td>
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<td>15</td>
<td>Yolo Shelter</td>
<td>13:00</td>
<td>09-12-10</td>
</tr>
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</table>

**TO:**  Diana Cox  
**FROM:**  Tom Smith  
**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)

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<td>13:00</td>
<td>09/12/10</td>
</tr>
</tbody>
</table>

| 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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<td>02/12/10</td>
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</tr>
</tbody>
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<th>Diana Cox</th>
<th>POSITION:</th>
<th>IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Tom Smith</td>
<td>POSITION:</td>
<td>Logistics</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Generator Fuel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Time Filed

Time the message was written.

Time should be in 24 hour format.

Use **LOCAL** time in an emergency.. not UTC time.
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
<table>
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**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**

*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**”
<table>
<thead>
<tr>
<th>MESSAGE BODY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need</td>
</tr>
<tr>
<td>for</td>
</tr>
<tr>
<td>Please</td>
</tr>
</tbody>
</table>

**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 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.

<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 (Message number above)</td>
<td>K6WLS</td>
<td>10</td>
<td>EOC</td>
<td>14:10</td>
<td>09 12 10</td>
</tr>
</tbody>
</table>

Fuel delivery scheduled for 5 PM

X have driver contact EOC
<table>
<thead>
<tr>
<th>REPLY TO MESSAGE NUMBER</th>
<th>FROM STATION</th>
<th>CHECK</th>
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<td>14:10</td>
<td>09 12 10</td>
</tr>
</tbody>
</table>

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### 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.
<table>
<thead>
<tr>
<th>REPLY TO MESSAGE NUMBER</th>
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<td>10</td>
<td>EOC</td>
<td>14:00</td>
<td>09 12 10</td>
</tr>
</tbody>
</table>

Place of Origin

This is the location where the message REPLY is being sent from.
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”
<table>
<thead>
<tr>
<th>REPLY TO MESSAGE NUMBER</th>
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<td>EOC</td>
<td>14:10</td>
<td>09 12 10</td>
</tr>
</tbody>
</table>

**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”
<table>
<thead>
<tr>
<th>Fuel delivery scheduled for 5 PM</th>
<th>5</th>
</tr>
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<tbody>
<tr>
<td>X have driver contact EOC</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>15</td>
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<tr>
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<td>25</td>
</tr>
<tr>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>35</td>
</tr>
</tbody>
</table>

**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 / Received From

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

Say “END of Message”

Check to see if anyone needs a fill or a correction.
## PROWORDS / OPERATING WORDS

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

Prowords / Operating Words

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

<table>
<thead>
<tr>
<th>Mark</th>
<th>As Written</th>
<th>Voiced</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>/</td>
<td>SLASH</td>
</tr>
<tr>
<td>?</td>
<td>QUERY</td>
<td>QUERY</td>
</tr>
<tr>
<td>,</td>
<td>COMMA</td>
<td>COMMA</td>
</tr>
<tr>
<td>. (period)</td>
<td>X</td>
<td>INITIAL X-RAY</td>
</tr>
<tr>
<td>. (decimal)</td>
<td>R</td>
<td>ROMEO</td>
</tr>
<tr>
<td>@</td>
<td>ATSIGN</td>
<td>INITIALS ALPHA TANGO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIERRA INDIA GOLF NOVEMBER</td>
</tr>
</tbody>
</table>
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?

Ken Wilson, K6WLS, gramps55@gmail.com

Greg Kruckewitt, KG6SJT, kg6sjt@gmail.com

www.yoloares.org/messaging