GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional)**:**

2. To (Name and Position)**:**

3. From (Name and Position)**:**

4. Subject:	**5. Date:**	**6. Time**

7. Message:

There has been a pipeline incident in the area of _____. The incident involves the spill / leak of _____ from a line operated by _____. At this time, we have _____ homes affected involving approximately _____ occupants. We are working to stabilize the incident and are asking people to avoid the area until further notice. We will be implementing a(n) OFFENSIVE / DEFENSIVE response strategy.

1. A shelter is / is not needed for those impacted by the event.
2. The incident will / will not require federal resources as part of the response.
3. The Incident Command Post will be located at: _____
4. The Operations Section Chief is: _____
5. The Logistics Section Chief is: _____
6. The Planning Section Chief is: _____
7. The Logistics Section Chief is: _____
8. The Incident Safety Officer is: _____
9. The initial Operational Period will be from _____ a.m. / p.m. to _____ a.m. / p.m.
10. We will be doing Personnel Accountability Reports (PARs) every _____ minutes / hour(s)

8. Approved by: Name: _____ Signature: _____ Position/Title: _____

9. Reply:

10. Replied by: Name: _____ Position/Title: _____ Signature: _____

ICS 213 Date/Time: _____

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).