

UC DAVIS ICS-213 Training

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ICS-213		UCDAVIS SAFETY SERVICES		Year 2009	
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300
TO: Diana Cox, Safety Services		POSITION: IC			
FROM: Tom Smith		POSITION: Engineering			
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.

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ICS-213		UCDAVIS SAFETY SERVICES		Year 2009	
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300
TO: Diana Cox, Safety Services		POSITION: IC			
FROM: Tom Smith		POSITION: Engineering			
SUBJECT: Generator Fuel					

ICS-213		UCDAVIS SAFETY SERVICES		Year 2009	
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300
TO: Diana Cox, Safety Services		POSITION: IC			
FROM: Tom Smith		POSITION: Engineering			
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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ICS-213		UCDAVIS SAFETY SERVICES		Year 2009	
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300
TO: Diana Cox, Safety Services		POSITION: IC			
FROM: Tom Smith		POSITION: Engineering			
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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ICS-213		UCDAVIS SAFETY SERVICES		Year 2009		
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300	Sept 29
TO:	Diana Cox, Safety Services		POSITION: IC			
FROM:	Tom Smith		POSITION: Engineering			
SUBJECT: Generator Fuel						

From Station

This is the call sign of the station that first sent the message.

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ICS-213		UCDAVIS SAFETY SERVICES		Year 2009		
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300	Sept 29
TO:	Diana Cox, Safety Services		POSITION: IC			
FROM:	Tom Smith		POSITION: Engineering			
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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ICS-213		UCDAVIS SAFETY SERVICES		Year 2009		
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300	Sept 29
TO:	Diana Cox, Safety Services		POSITION: IC			
FROM:	Tom Smith		POSITION: Engineering			
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 the person's own town. Otherwise, use your own location.

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ICS-213		UCDAVIS SAFETY SERVICES		Year 2009		
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
240	EMERGENCY (Priority) H&W Routine	KG6SJT	15	Vet Med 2 UCD	1300	Sept 29
TO:	Diana Cox, Safety Services		POSITION: IC			
FROM:	Tom Smith		POSITION: Engineering			
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.

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UC DAVIS SAFETY SERVICES		Year: 2007	
ICS-213			
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK
240	EMERGENCY <u>Priority</u> H&W Routine	KG6SJT	IS
PLACE OF ORIGIN		TIME FILED	
Vet Med 2 UCD		34 hours from	
		Month Day	
		1300	
		DATE FILED	
		Sept 29	
TO:	Diana Cox, Safety Services Name Department	POSITION:	IC
FROM:	Tom Smith Name Department	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

UC DAVIS SAFETY SERVICES		Year 2009	
ICS-213			
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK
240	EMERGENCY (Priority) H&W Routine	KG6JTT	15
PLACE OF ORIGIN		TIME FILED	
Vet Med 2 UCD		24 hours format	
		Month Day	
		1300 Sept 29	
TO:	Diana Cox, Safety Services Name Department	POSITION:	IC
FROM:	Tom Smith Name Department	POSITION:	Engineering
SUBJECT:	Generator Fuel		

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:					
<i>Need</i>	<i>40</i>	<i>gallons</i>	<i>diesel</i>	<i>fuel</i>	5
<i>for</i>	<i>backup</i>	<i>generator</i>	<i>ASAP</i>	<i>X</i>	10
<i>Please</i>	<i>advise</i>	<i>ETA</i>	<i>of</i>	<i>delivery</i>	15
					20
					25
					30
					35
					40
					45
SIGNATURE:	<i>Tom Smith</i>		POSITION:	<i>Engineering</i>	

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"

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	ETH	of	delivery	15
					20
					25
					30
					35
					40
					45

SIGNATURE:	Tom Smith	POSITION:	Engineering
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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 Messsage”

SIGNATURE:	Tom Smith		POSITION:	Engineering	
RECEIVED BY:	WA6TQJ	(Call Sign)	RECEIVED DATE:	09 129 109	RECEIVED TIME:
					13 36

Received By

The call sign of the operator receiving the message.

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

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240 (Message number above)	WA6TQJ	5	UCD EOC	14 10	Sept 29
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.

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240 (Message number above)	WA6TQJ	5	UCD EOC	14 10	Sept 29
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.

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240 (Message number above)	WA6TQJ	5	UCD EOC	14 10	Sept 29
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.

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240 (Message number above)	WA6TQJ	5	UCD EOC	14 10	Sept 29
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.

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240 (Message number above)	WA6TQJ	5	UCD EOC	14 10	Sept 29
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”

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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240 (Message number above)	WA6TQJ	5	UCD EOC	14 10	Sept 29
Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	10

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”

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Fuel	delivery	scheduled	for	5 PM	5
X	have	driver	contact	EOC	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”

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SIGNATURE:	Erik Dash	POSITION:	logistics
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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.

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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 for 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.

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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”

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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”

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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!

No	Place	For	Check	Put	The	Date
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
	EMERGENCY Priority H&W Routine					