

ICS-21:	3	UCD	AVIS	S		2009
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATIO	ON CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	
240	EMERGENC Priority H&W Routine	KG6SJ.	T 15	Vet Med 2 UCD	1300	Sept 29
то:	Diana Cox, Safety S	Services Department	POSITION:	IC		
FROM:	Tom Smith	Department	POSITION:	Engineering		
SUBJECT:		- Charlette				

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.

1

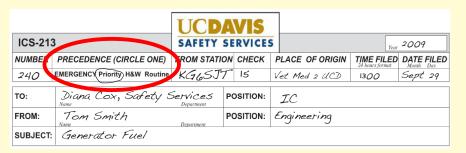
ICS-213	3	SAFETY		S	Year	2009
NUMBER	RECEDENCE (CIRCLE ONE)	FROM STATIO	ON CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED
240	ERGENCY Priority H&W Routine	KG6SJ7	T 15	Vet Med 2 UCD	1300	Sept 29
то:	Diana Cox, Safety S	Dervices Department	POSITION:	IC		
FROM:	Tom Smith	Department	POSITION:	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"



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.

4

		UCD	Α	VIS				
ICS-213	3	SAFETY	SE	RVICE	5		Year	2009
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATE	N	CHECK	7	LACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED
240	EMERGENCY Priority H&W Routine	KG6SJ	T	15	J.	et Med 2 UCD	1300	Sept 29
то:	Diana Cox, Safety S	Services Department	P	OSITION:		IC		
FROM:	Tom Smith	Department	P	OSITION:	E	ngineering		
SUBJECT:	Generator Fuel							

Check

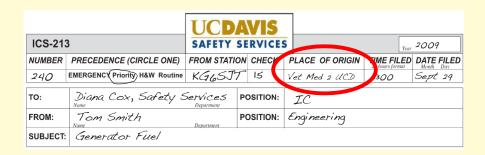
Actual number of words, character groups and separators (X) in TEXT

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"

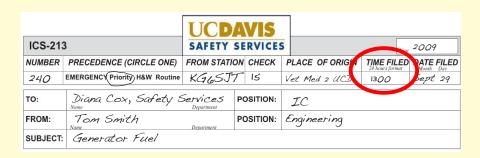
5



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.



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

8

10

			UCD	AVIS			
	ICS-213	3	SAFETY	SERVICES	5	Year	2009
	NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATIO	ON CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED
Ļ	240	EMERGENCY Priority H&W Routine	KG6SJ	T 15	Vet Med 2 UCD	13 <i>00</i>	Sept 29
į	то:	Diana Cox, Safety 3	Services Department	POSITION:	IC		
į	FROM:	Tom Smith	Department	POSITION:	Engineering		
į	SUBJECT:	Generator Fuel					

TO

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

From

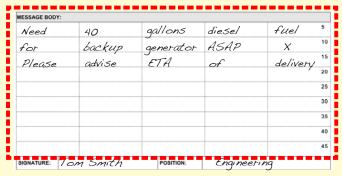
Complete info: *Name, Department, and ICS position* for whom you are sending the message.

Subject

Just like an email – the subject of your message.

Say "Break for text"

9



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"

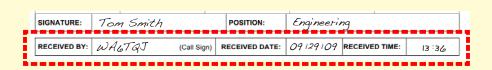


Signature

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"



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.

12



From Station

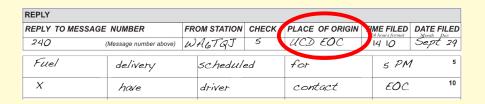
This is the call sign of the station sending the REPLY.



13

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.

REPLY									
REPLY TO MESSAG	GE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	ATE FILED			
240	(Message number above)	WAGTQJ	5	UCD EOC	14 10	9ept 29			
Fuel	delivery	schedul	ed	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"



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"

delivery	scheduled	for	5 PM	5
have	driver	contact	EOC	10
				15
				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"

18

16



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.

20

22

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 that 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!

	No	P lace	F or	Check	P ut	T he	D ate
	ı	l	I		_ l	I	I
٨	IUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
		EMERGENCY Priority H&W Routine					