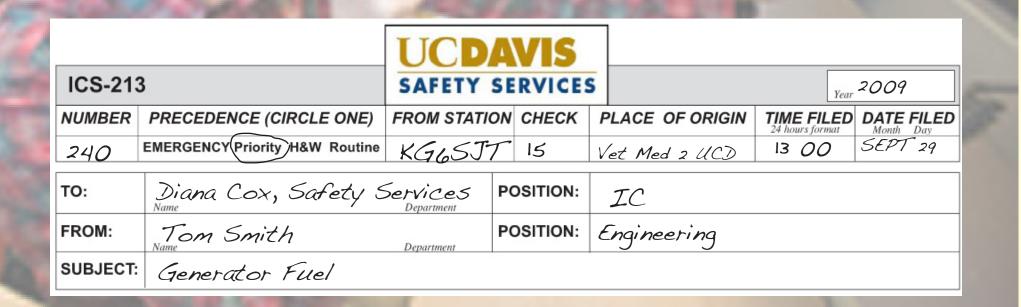
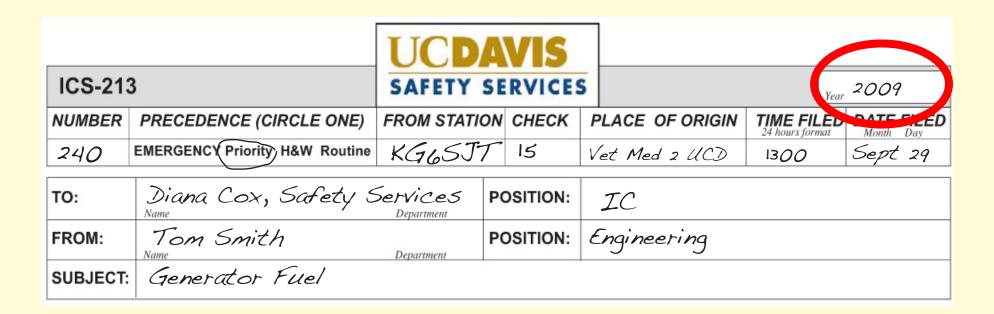
UC DAVIS ICS-213 Training Bob, K6HEW Ken, K6WLS Greg, KG6SJT

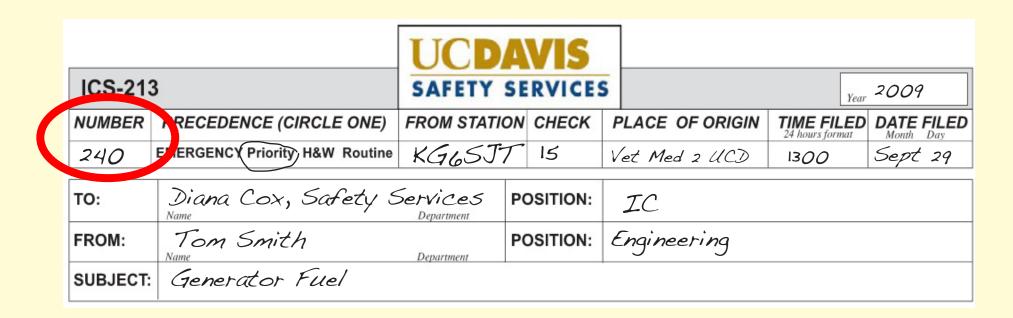




The Year

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.

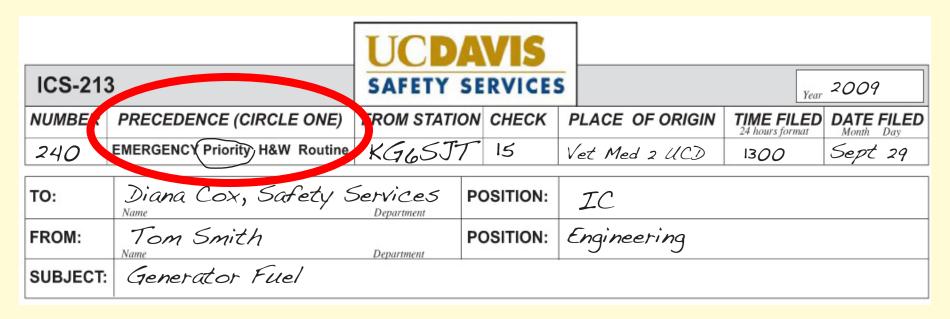


Message Number

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.

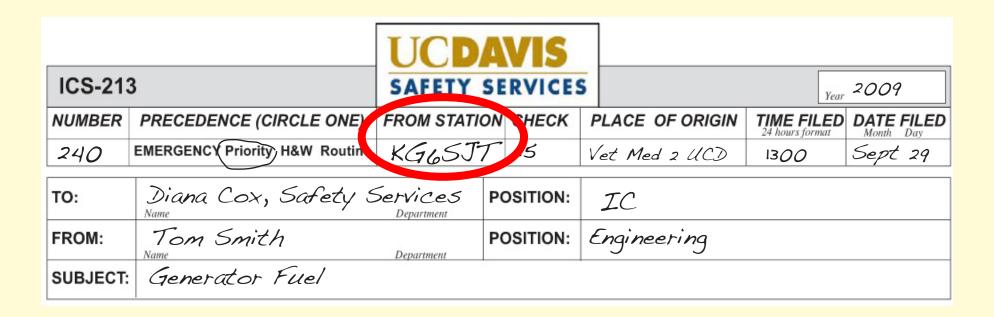
99% of all traffic is usually tagged as "Routine."

Emergency [EMERGENCY] Spell out in full (Life or death).

Priority - (Urgent).

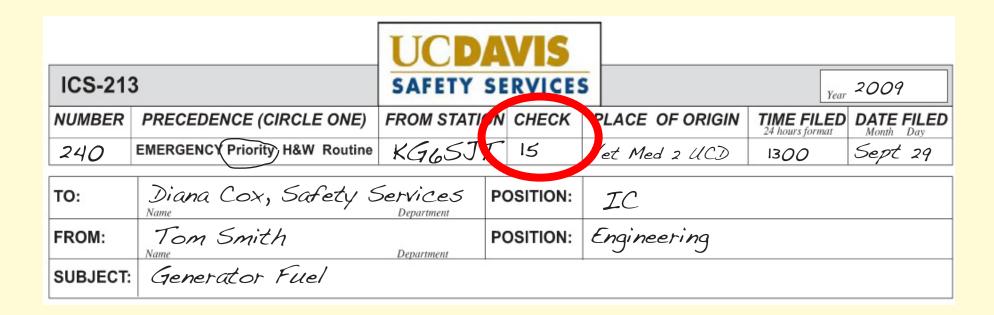
H&W- Inquiry or report as to *Health* or *Welfare* of an individual in the disaster area.

Routine - (All other messages). Handle last.



From Station

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



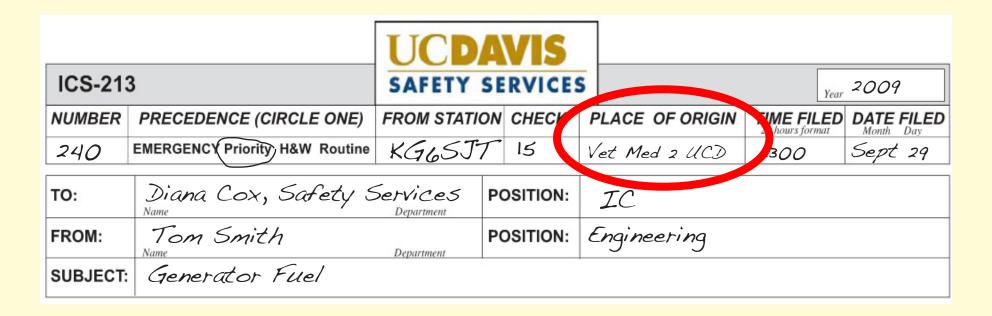
Check

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.

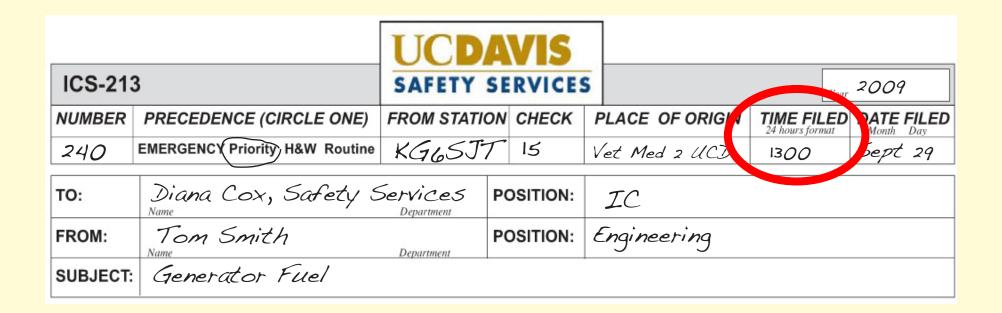
Say "figures one five"



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.

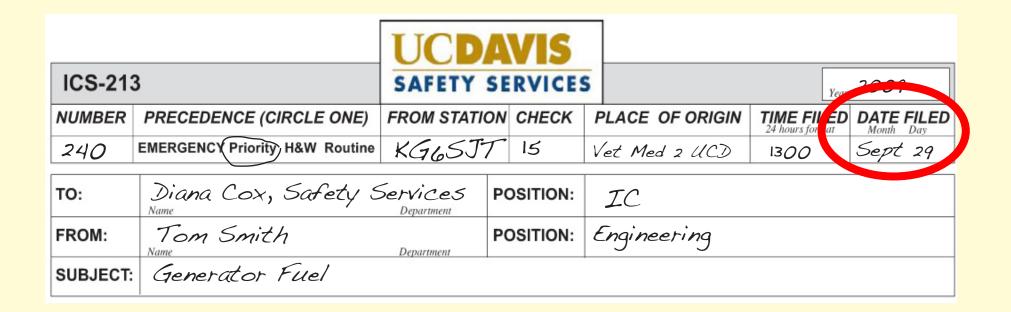


Time Filed

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

		UCD	AVIS				
ICS-213	3	SAFETY	SERVICES	5		Year	2009
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATIO	ON CHECK	PI	LACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240	EMERGENC Priority H&W Routine	KG6SJ	T 15	Ve	et Med 2 UCD	1300	Sept 29
то:	Diana Cox, Safety S	Dervices Department	POSITION:	_	IC		
FROM:	Tom Smith	Department	POSITION:	E	ngineering		
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"

Need	40	gallons	diesel	fuel 5
for	backup	gallons generator	ASAP	X 10
Please	backup advise	ETA	of	delivery
		•		2
				2
				30
				3:
				40
				4:

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"

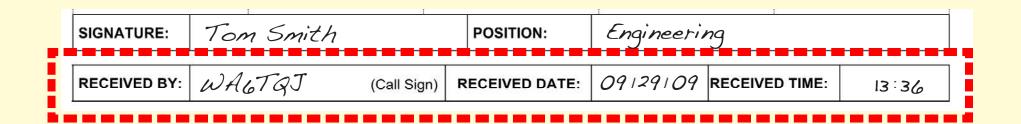
Need	40	gallons	diesel	fuel 5
for	backup	gallons generator	ASAP	X 10
Please	backup advise	ETA	of	delivery 15
				25
				30
				35
				40
SIGNATURE: T	om Smith	POSITION:	Engineer	ring

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

REPLY						
REPLY TO MESSAGE	NUMBER	TROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
240 (Message number above)	DAGTQJ	10	UCD EOC	14 10	Sept 29
rue'	Scrivery	schedul	ed	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*.

REPLY				
REPLY TO MESSAGE	NUMBER	FROM STATION CHECK	PLACE OF ORIGIN	TIME FILED DATE FILED 24 hours format Month Day
240	(Message number above)	WAGTQJ O	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.

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

Check

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

REPLY						
REPLY TO MESSAGE NUMBER		FROM STATION	CHECK	PLACE OF ORIGIN	IME FILED	DATE FILED Month Day
240	(Message number above)	WAGTQJ	10	UCD EOC	14 10	Sept 29
Fuel	delivery	schedule	ed	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.

REPLY						
REPLY TO MESSAGE	NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	Onth Day
240	(Message number above)	WAGTQJ	10	UCD EOC	14 10	Sept 29
Fuel	delivery	schedule	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"

REPLY						
REPLY TO MESSAG	E NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILE	DATE FILED Month Day
240	(Message number above)	WAGTQJ	10	UCD EOC	14 10	Sept 29
Fuel	delivery	schedul	ed	for	5 PN	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"

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"

SIGNATURE: Erík Dash POSITION: logístics

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 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	Place	For	Check	P ut	The	D ate
	I	<u> </u>	I	<u> </u>	l	<u> </u>
NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED 24 hours format	DATE FILED Month Day
	EMERGENCY Priority H&W Routine					