

OK, So it's ICS-213, now
what?

**Yep, it's ICS-213 and we've
gotta use it. How bad will
this be?**

Here's a good example

*U.S. GPO: 1009-793-975

GENERAL MESSAGE

TO: TOM COLLINS	POSITION: MANAGER EB
FROM: DOUG HOELL	POSITION: DIRECTOR
SUBJECT: GENERATORS	DATE: 21 SEP

MESSAGE: 4 FIFTY KW GENERATORS ENROUTE TO CARTERET STAGING AREA. 3 NCSG GENERATOR TECHS SHOULD ARRIVE BY HELD TO HELP WITH SETUP. MICROWAVE ANTENNA DAMAGED BY WIND AND REPAIR NOT POSSIBLE FOR 12 TO 24 HOURS.

[OP NOTE MESSAGE NUMBER 26 COUNT 38
OP NYTAB]

DATE: 21 SEP	TIME: 1205	SIGNATURE/POSITION: D. HOELL
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213 ICS 1179
NFES 1336

PERSON RECEIVING GENERAL MESSAGE KEEP THIS COPY

SENDER REMOVE THIS COPY FOR YOUR FILES

Here's the reply

*U.S. GPO: 1009-793-975

GENERAL MESSAGE

TO: Doug Hoell	POSITION: DIRECTOR - RALEIGH
FROM: Tom COLLINS	POSITION: MANAGER ER
SUBJECT: GENERATORS	DATE: 21SEP

MESSAGE: GENERATORS AND NCNG PERSONNEL ARRIVED.
2 GENERATORS ON LINE AND REMAINING
2 EXPECTED ON LINE IN 3 OR 4
HOURS.

[OP NOTE MESSAGE 37 COUNT 22
OP W9EF]

DATE	TIME	SIGNATURE/POSITION
21SEP	2200	TOM COLLINS

213 ICS 1779
NFES 1336

PERSON RECEIVING GENERAL MESSAGE KEEP THIS COPY

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What do I do??

1. Accurately record the message text
2. Count all words, Letter Groups
Number Groups and Punctuation
marks
3. Add an OP Note Section for clarity

WebEOC

Allows an ICS-213

REPLY TO A MESSAGE

The screenshot shows a web-based form titled "New Record" for a "GENERAL MESSAGE". At the top, there are buttons for "Entry", "Sort", and "Filter". Below that are "Save", "Spell Check", "Cancel", and "Retrieve Record" buttons. The form is divided into several sections:

- GENERAL MESSAGE**: Contains fields for TO, FROM, SUBJECT, MESSAGE, POSITION, DATE, and TIME.
- SIGNATURE**: Contains fields for SIGNATURE and POSITION.
- REPLY**: A large text area at the bottom for entering a reply.
- DATE**: A field at the bottom left.
- TIME**: A field at the bottom center.
- SIGNATURE/POSITION**: A field at the bottom right.

Note in this slide that the WebEOC on-screen ICS-213 form is modified by adding a “Reply” section at the bottom of the form. This is unique to WebEOC. When using this WebEOC form, messages sent over-the-air in reply to a previous message should include an Operator Note (OP NOTE) indicating that the reply is “In Reply to Message # *n*” where “*n*” is the original message number.

Example: [OP NOTE. THIS MESSAGE IS IN REPLY TO MESSAGE NUMBER 13]