

## GENERAL MESSAGE (ICS 213-DV)

1. Number:	2. Incident Name (Optional):					
3. To (Name and Position):						
4. From (Name and Position):						
5. Subject:	6. Date:	7. Time:				
8. Message:						
9. Approved by:   Name				Signature:	Position/Title:	
10. Reply:						
11. Replied by:   Name:				Position/Title:		
Signature:		Date/Time:				



## GENERAL MESSAGE (ICS 213-DV)

**Purpose:** The General Message (ICS 213-DV) is used by the ARES radio operators to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213-DV is also used by the Incident Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via amateur 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-DV may be initiated by ARES radio operators and any other personnel on an incident.

**Distribution:** Upon completion, the ICS 213-DV may be delivered to the addressee and/or delivered to the Incident Communications Center for transmission.

**Notes:**

- A copy of the ICS 213-DV should be sent to and maintained within the Documentation Unit.

Block Number	Block Title	Instructions
<b>1</b>	<b>Number</b>	Message sequence number assigned by the station originating the message. Use numbers only, do not use letters, leading zeros or dashes.
<b>2</b>	<b>Incident Name</b>	Enter name or number of the incident if known.
<b>3</b>	<b>To (Name and Position)</b>	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.
<b>4</b>	<b>From (Name and Position)</b>	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.
<b>5</b>	<b>Subject</b>	Enter the subject of the message.
<b>6</b>	<b>Date</b>	Enter the date (month/day/year) of the message.
<b>7</b>	<b>Time</b>	Enter the time (using the 24-hour clock) of the message
<b>8</b>	<b>Message</b>	Enter the content of the message. Try to be concise as possible.
<b>9</b>	<b>Approved by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Position/Title</li> </ul>	Enter the name, signature, and ICS position/title of the person approving the message.
<b>10</b>	<b>Reply</b>	The intended recipient will enter a reply to the message and return it to the originator.

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Block Number	Block Title	Instructions
11	<b>Replied by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Signature</li><li>• Date/Time</li><li>• Position/Title</li></ul>	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).