

ICS213 ACS Message Form

To / Location

Enter the person and title, and/or ICS section/branch, and/or department that the message is intended for, and give the location, either street address, EOC, specific DOC, specific command post, specific staging area.

Example: TO- Operations Chief, LOCATION- DPW DOC

From / Location

Enter the person and title, and/or ICS section/branch, and/or department that the message is originated by, and give the location, either street address, EOC, specific DOC, specific command post, specific staging area.

Example: FROM- Captain, Mission Station, LOCATION- 630 Valencia St.

Message Number

Enter the next sequential message number for the originator of the message.

Example: EOC Law 008 (the eighth message from the Law Branch in the EOC.)

Special Handling

- Check **EMERGENCY** for messages concerning immediate threat to life or property or impacts many disaster victims.
- Check **Priority** for time sensitive messages, or situations that are urgent but not immediately life threatening.
- Check **OW** or **IW** for **Outgoing** or **Incoming Welfare** for reports or requests of health and welfare of first responders or disaster victims.
- Check **Routine** for normal messages such as status reports, and situations that are NOT urgent
- Check **REPLY REQUIRED** if you need an answer, response or acknowledgement to this message.
- Check **NO REPLY NEEDED** if this is an informational message that does not require any response.

Date and Time

Enter the date the message is originated in MM/DD/YY format.

Enter the time the message is originated in 24-hour local time format.

Message

Messages should be as concise and precise as possible. Use plain text at all times. Message should address one item or subject only – create additional message forms for additional items and subjects. This will facilitate sending the message, and receiving a timely response to each request. Messages requesting resources should always state what is needed, where it is needed, when it is needed and (very briefly) why it is needed. Information and status messages should also indicate that they are for information and do not need a response.

Example: "Building collapse at intersection of Front Street and California Street is blocking roadway. Traffic control is needed to divert vehicle and pedestrian traffic out of area."

Signature / Position

Message must be signed by the person originating this message, with their position or title indicated.

Reply

Note the message number being replied to if the original message is not on this form.

Reply should be as concise and precise as possible. Use plain text at all times. Reply should only address the subject of the original message – create a new message form for any additional subjects or items.

Signature / Position

Message must be signed by the person replying to this message, with their position or title indicated.

RESERVED FOR COMMUNICATIONS CENTER These fields are filled out by the radio operator

Sent/Rec'd Date/Time

Enter the date (MM/DD/YY) and the time (24 hour local time) the message is passed and circle either SENT or REC'D.

Operator FCC Callsign

This is the call sign of the operator handling this piece of paper.

Tactical Callsign

The tactical call sign of the operator handling this piece of paper.