

1. Incident Name	2. Date and Time of Message	<b>GENERAL MESSAGE ICS 213-OS</b>
3. TO: <span style="float: right;">ICS Position</span>		
4. FROM: <span style="float: right;">ICS Position</span>		
5. Subject:		
6. Message		
8. Signature / Position (person replying)		Date / Time of reply
<b>GENERAL MESSAGE</b>		June 2000
		<b>ICS 213-OS</b>

## General Message (ICS213)

**Purpose.** The General Message is used by:

- Incident personnel to record incoming messages which cannot be orally transmitted to the intended recipients;
- Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee;
- Incident personnel to send any message or notification to incident personnel which requires a hard-copy delivery;
- Incident personnel to place resource orders.

**Preparation.** This form is prepared by any incident personnel needing to transmit a hard-copy message. The recipient should send a timely reply to the originator, as necessary.

**Distribution.** Upon completion, the General Message may be hand-carried to the addressee or to the incident Communications Center for transmission.

Originator retains a copy of the form. All completed original forms MUST be given to the Documentation Unit.

