

ICS-213

GENERAL MESSAGE # _____		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE (PRINTED & SIGNED)/POSITION:

White – keep and turn in at end of task or incident
Yellow & pink – send to message recipient
Recipient – send yellow copy back to sender with your reply; retain pink copy