



# HICS 213 - GENERAL MESSAGE FORM

<b>1. Incident Name</b> 1		
<b>2. To</b> 2    PRINT NAME: _____    POSITION: _____		
<b>3. From</b> 3    PRINT NAME: _____    POSITION: _____		
<b>4. Subject</b> 4	<b>5. Date</b> 5	<b>6. Time</b> 6
<b>7. Priority</b> <input type="checkbox"/> URGENT - HIGH <input type="checkbox"/> NON URGENT - MEDIUM <input type="checkbox"/> INFORMATIONAL - LOW    7		
<b>8. Message</b> 8		<input type="checkbox"/> RESPONSE REQUIRED    8A
<b>9. Approved by</b> 9    PRINT NAME: _____    SIGNATURE: _____		
<b>10. Reply / Action Taken</b> 10		
<b>11. Replied by</b> 11    PRINT NAME: _____    SIGNATURE: _____ POSITION: _____    FACILITY: _____ DATE/TIME: _____		



## HICS 213 - GENERAL MESSAGE FORM

**PURPOSE:** The HICS 213 - General Message Form is used to record incoming messages that cannot be orally transmitted to the intended recipients. The HICS 213 is also used to transmit messages (resource order, status information, other coordination issues, etc.). This form is used to send any message or notification to incident personnel that require hard-copy delivery.

**ORIGINATION:** Initiated by any person on an incident.

**COPIES TO:** Upon completion, the HICS 213 is delivered to the original sender.

**NOTES:** The HICS 213 is composed of three steps:

- The message (Section 8) is completed by sender
- The message is replied to in Section 10
- After noting action taken, message form is returned to original sender

NUMBER	TITLE	INSTRUCTIONS
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>To</b>	Enter the name and position for whom the message is intended. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	<b>From</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.
4	<b>Subject</b>	Enter the subject of the message.
5	<b>Date</b>	Enter the date (m/d/y) of the message.
6	<b>Time</b>	Enter the time (24-hour clock) of the message.
7	<b>Priority</b>	Enter the priority of the message or request.
8	<b>Message</b>	Enter the content of the message.
9	<b>Approved by</b>	Enter the name and signature of the person approving the message, if necessary.
10	<b>Reply / Action Taken</b>	The intended recipient will enter a reply and/or action taken to the message and return it to the originator.
11	<b>Replied by</b>	Enter the name, signature of the person replying to the message, and Hospital Incident Management Team (HIMT) position. Enter date (m/d/y), time prepared (24-hour clock), and facility.