General Message ICS-213

Incident Name	**Date and Time** **of Message (yyyymmdd – hhmmss)**
TO: Location, Name, and ICS Position of Recipient	
FROM: Location, Name, and ICS Position of Sender	
Subject:	
Message	
Reply	
Signature Name and ICS Position of Person Responding	**Date/Time of reply** (yyyymmdd – hhmmss)