

# ICS 213 General Message Reply

## Exercise Message Submission Window

- Mar 17 00:00 UTC - Mar 21 15:00 UTC

**Difficulty Level:** Basic

**Purpose:** This exercise aims to introduce you to the ICS 213 reply facility and teach you how to import messages into Winlink Express.

For this exercise, ETO is the served agency. ETO requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions, follow the ETO instructions to complete this exercise.

## Objectives:

Import an ICS 213 Message and complete the entries for an ICS 213 General Message Reply.

1. Import the EOC message into Winlink Express.
2. Create a correctly formatted ICS 213 General Message Reply.
3. Transmit the completed ICS 213 General Message Reply to your **ETO Clearinghouse** and the tactical address **ETO-BK**.

**NOTE: When sending messages with form data, located in Settings - Form Settings, you must check both boxes and save before sending this type of message. See below.**

Form Server

IP address of form server: localhost

IP port of form server: 8001

Sending Messages with Form Data

- Attach XML files with form data to messages generated by forms
- Attach XML form files to messages going to Internet e-mail addresses

Automatic Form Opening

- Automatically open forms when messages are selected
- Automatically open reply forms when replying to messages with forms
- Force Winlink Express to be shown over web browser after form submission
- Show on map only most recent report within 100 meters from same sender

Send Forms as pdf Files

If you enable this option, messages with form attachments sent to Internet addresses (e.g., john@xyz.com) have the form information converted to a pdf file. Messages sent to Winlink users (callsigns) continue to have the form data sent in a condensed xml file where it's merged with the display form on the receiving end. Warning: Forms sent as pdf files are much larger than the condensed xml file. Often, messages with pdf forms are 50 kb or larger. They are not suitable for slow radio connections.

Send forms as pdf files to Internet addresses

Save Cancel

## Resources:

- General Notes on Frequently-Seen Mistakes:  
[https://emcomm-training.org/Winlink\\_Thursdays.html](https://emcomm-training.org/Winlink_Thursdays.html)
- Finding your ETO clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- [ETO Location Instructions — With or Without a GPS Receiver for your Computer \[PDF\]](#)
- How a GIS map-capable form's default position is determined:
  - From within Winlink Express Click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items

**This exercise consists of two parts. Part one was completed in February while this exercise completes part two. If you did not participate in the February exercise, please review the [February exercise](#) to become familiar with it.**

## **Part Two: ICS 213**

**Narrative:** St. Louis County, MO has been experiencing an unusually wet season with a record amount of rainfall. After receiving both a Flash Flood Watch followed by a Flash Flood Warning, amateur radio operators have been tasked to support the EOC as the County stands up its emergency operation center. While monitoring the radio as Net Control, the EOC radio operator received an ICS 213 stating a canoe capsized about 11 miles west of town. Two canoeists wearing life vests are clinging to a rock. After reviewing the message, the emergency manager tasked the EOC radio operator to send a new ICS 213 with the following message: Message acknowledged. Please reply with the following information: 1) Latitude and Longitude of canoeists' location. 2) Whether or not you or another person will be on shore to help direct rescue personnel to the canoeists' location.

You are the radio operator providing relay communications between the radio operator on-scene where the canoe capsized and the EOC. You relayed the EOC's ICS 213 message and received the following response:

Coordinates are 38.673144,-90.719145. Yes

## **Exercise Instructions:**

To respond to the ICS 213 for this exercise, you must **SIMULATE** receiving the **ICS 213 message** from the St. Louis County EOC. ETO will use the Message/Import facility of Winlink Express. If you normally use an alternative client to Winlink Express (Radio Mail, WoAD, PAT, etc.) you are "on your own" – ETO strongly recommends using the Winlink Express client for this exercise to take advantage of the built-in tools.

Before importing the EOC ICS 213 message for this exercise, you must download an XML file from our web site, and save it to your computer.

**Important!** You need to download the XML file to your computer, and follow the instructions below, to import it into Winlink Express.

On the Winlink Thursdays page, look for the "**Important! You will need this file...**" link, and use it to obtain a copy of the REQUIRED XML file needed to complete this month's "Reply to an ICS-213 Message" assignment.

Importing messages into Winlink has occasionally corrupted the database. If you have this concern and don't already have your databases automatically backed up, follow the below backup procedures:

#### Optional: Backup databases

1. Open the Winlink Express application.
2. Click on **Settings** and select **Backup and Restore databases**.
3. Select **Backup databases now**.
4. Click **OK** when the "backup was successful" dialog box appears.
5. Close Backup Options.

To import the EOC ICS 123 message into Winlink Express, perform the following steps:

#### Open and import the EOC ICS-213 message

6. Open the Winlink Express application.
7. Click on **Message** and select **Import Messages**.
8. Select **Browse** and go to the folder you saved the imported message in.
9. Select the downloaded message and click **Open**.
10. Select **Import** and click **OK** when import is finished.

**NOTE:** At this point, the imported EOC ICS 213 message should be in your inbox.

#### Open and reply to the ICS-213 form

1. **Double-click** the EOC ICS 213 Message.
2. Select **Reply** to bring up the ICS 213 Message in your browser.
3. In field 9 (**Reply**), insert "Coordinates are 38.673144,-90.719145. Yes"
4. In field 10 (**Replied by**), insert "John".
5. In field 10 (**Position Title**), insert "On-Site Operator".
6. In field 10 (**Date / Time**), click and respond OK to insert the provided Date/Time value.
7. Click on the **Submit** button.
8. Close the browser.

### Sending the message

1. Verify that the Send as: is set to **Winlink Message**.
2. On the To line, delete the default callsign "WA4RMA" and enter your **ETO Clearinghouse**.
3. On the CC line, enter "**ETO-BK**".
4. **Optional:** Enter your internet email address in the CC: line.
5. Click on *Post to Outbox* on the menu bar.
6. Select your session type from the drop-down list to the right of the *Open Session* button.
7. Click the **Open Session** button.
8. If applicable, pick an appropriate *Channel Selection*.
9. Click Start to send your message.
10. On completion, close the Session window.
11. Close the Winlink Express window.

### End of Exercise Instructions

Example of Completed ICS 213 on the next page

Winlink Thursday Exercise For Mar 20, 2025

|   |   |  |
|---|---|--|
| <b>General Message (ICS 213)</b><br><b>EmComm Training Organization</b><br>** THIS IS AN EXERCISE **  |   |  |
| 1. Incident Name: WR01  |   |  |
| 2. To (Name/Position): ETO Participant  |   |  |
| 3. From (Name/Position): AA6XC, Net Control   |   |  |
| 4. Subject: Water Rescue Required   | 5. Date: 2025-03-17   | 6. Time: 10:46   |
| 7. Message:<br><br>Message acknowledged. Please reply with the following information: 1) Latitude and Longitude of canoeists' location. 2) whether or not you or another person will be on shore to help direct rescue personnel to the canoeists' location.<br><br><span style="float: right;">//</span> |   |  |
| 8. Approved by: James Cook  |   | 8a. Position / Title: Emergency Manager<br>[Sender: WA4RMA Lat: 38.67149, Lon:-90.53754, MGRS: 15SYC1422583200; Location source: Form entry] |
| 9. Reply: <a href="#">Load ICS213 REPLY Data</a>  |   |  |
| <div style="border: 1px solid black; padding: 5px; min-height: 100px;">Coordinates are 38.673144,-90.719145. Yes</div>  |   |  |
| 10. Replied By: <input type="text" value="John"/>   | Position/Title: <input type="text" value="On-Site Operator"/>   | Date / Time: <input type="text" value="2025-03-07 11:00"/>   |
| <input type="button" value="Submit"/>   | <input type="button" value="Save ICS213 REPLY Data"/> <input type="button" value="Reset Reply Form"/> | Ver 43.5   |