

ICS 213 General Message

Exercise Message Submission Window

- **February 17 00:00 UTC - February 21 15:00 UTC**

Difficulty Level: **Basic**

Purpose: The ICS 213 General Message is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

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.

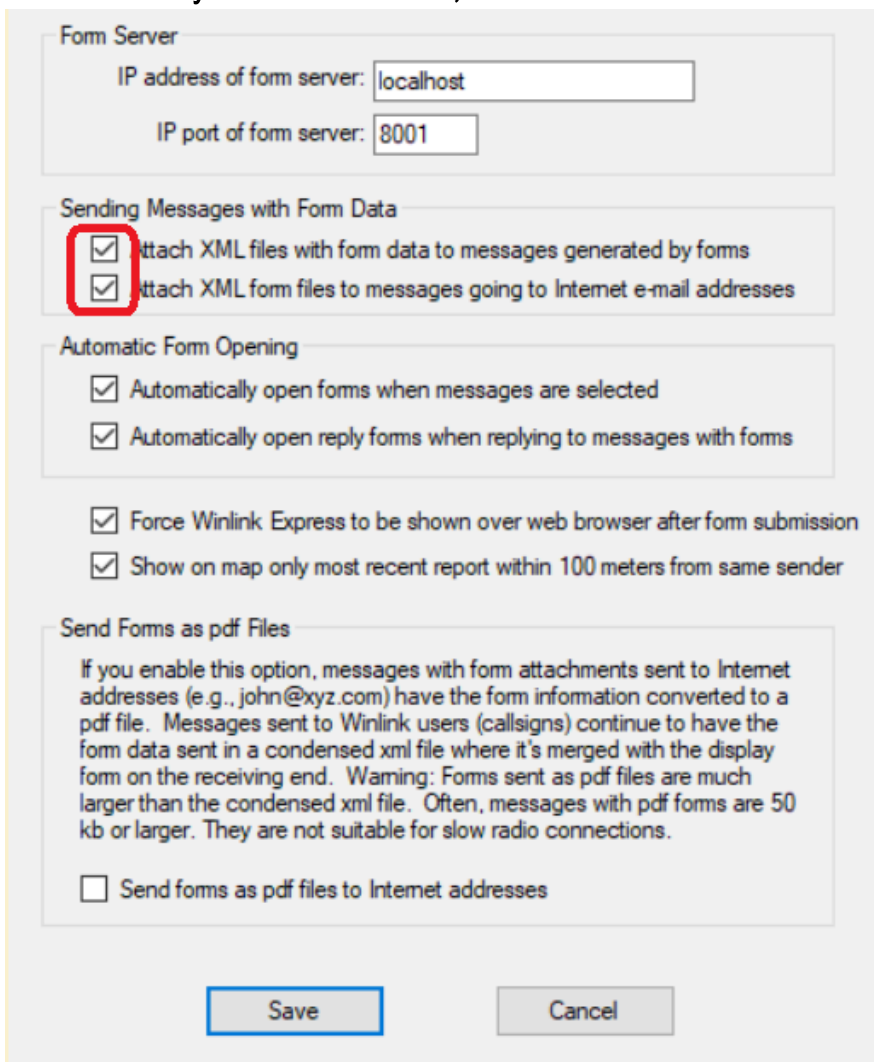
Objectives:

Properly format and complete the entries for an ICS 213 General Message.

1. Create a correctly formatted ICS 213 General Message.
2. Transmit the completed ICS 213 General Message 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.

Winlink Thursday Exercise For Feb 20, 2025



The screenshot shows a configuration dialog box for Winlink. It has several sections: 'Form Server' with input fields for IP address (localhost) and port (8001); 'Sending Messages with Form Data' with two checked checkboxes; 'Automatic Form Opening' with two checked checkboxes; a section with two checked checkboxes for display options; and 'Send Forms as pdf Files' with a descriptive paragraph and an unchecked checkbox. At the bottom are 'Save' and 'Cancel' buttons.

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
- 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, and click on GIS Mapping Forms & Catalog Items.

This exercise consists of two parts. Part one will be completed in this exercise and part two will be completed during the March exercise.

Part One: ICS 213

Narrative: Your region has had an unusually wet season, with a record amount of rainfall. Extended rainfall has saturated the soil and caused runoff directly into streams and rivers causing small flooding in low-lying areas. In the previous three days, it has been raining heavily in your community, averaging 1.3 inches every 24 hours.

- The National Weather Service issued a Flood Watch for your community and surrounding area. The forecast calls for additional heavy rainfall, perhaps as much as 2-6 inches during the next 72 hours.
- As the storm continues, the National Weather Service issues a Flash Flood Warning for your community. It is estimated that flash flooding may occur within 12 hours.

In this scenario, you are an amateur radio operator who intercepts a transmission from the local repeater from another radio operator named John who's riding on a trail parallel to the river. The surrounding area where John is riding is located in a large dead zone making cell phone use impossible. John has informed you that two people are trapped in the fast-moving river. The canoe capsized on a large rock with both canoeists clinging to the rock.

After receiving this information from John, you contact 911 to report the emergency. The 911 dispatcher asks for additional information which you obtain from John and relay to the dispatcher. Finally, the dispatcher advises that the County Emergency Operation Center was activated and they are requesting that you send an ICS 213 message to the EOC Emcomm radio operator. The EOC radio operator will contact you on your current frequency to coordinate the transmission of the ICS 213. You have agreed and will use the below summary of communications between you and the dispatcher.

A canoe capsized about 11 miles west of town. Two canoeists wearing life vests are clinging to a rock.

Continue to the next page for the instructions.

Exercise Instructions:

Open and select the ICS-213 form

1. Open the Winlink Express application.
2. Verify you have your position set up in the Winlink Settings >GPS/Position Report>Position Report menu so your location shows up properly on the map. If you are unsure how to set your position, see the instructions found under **Resources** on Page 2.
3. Click on the *Message/New Message* menu item.
4. Verify that you have the correct *From:* callsign and *Send As* set to **Winlink Message**.
5. **Optional:** Check the check box for *Request message receipt*.
6. Click on **Select Template** and then double-click on **Standard Templates**.
7. Scroll down and double-click on **ICS USA Forms**.
8. Select **ICS 213 General Message.txt** and double-click on it to open it. The **General Message** form will open in your default browser.

Fill out the Header

1. Click the Setup button and enter **EmComm Training Organization**.
2. Click on OK, and note that **EmComm Training Organization** is now inserted at the top of the form.
3. Check the box labeled *THIS IS AN EXERCISE*.

Populate the ICS 213 Message Fields

1. Within field (1. *Incident Name:*), leave blank
2. Within field (2. *To Name and Position:*), insert AA6XC, Net Control
3. Within field (3. *From:*), insert your call sign followed by a comma, then the text: Operator
4. Within field (4. *Subject:*), insert Water Rescue Required
5. Within field (5. *Date:*), click and respond OK to insert the provided Date value
6. Within field (6. *Time:*), click and respond OK to insert the provided Time value
7. Within field (7. *Message:*) insert "A canoe capsized about 11 miles west of town. Two canoeists wearing life vests are clinging to a rock"
8. Within field (8. *Approved by:*) insert your name
9. Within field (8a. *Position/Title:*) insert Operator

Complete the ICS 213

1. Click the Save Data button at the bottom of the form and follow the prompts. Use the default file name suggested by the form.
2. Click on the **Submit** button.
3. Close the browser.
4. Confirm the information in the message form is correct and enter your Clearinghouse # in the To: field and ETO-BK in the CC: field. You may also add your email to the CC: field.

End of Exercise Instructions

Example of Completed ICS 213 on the next page

General Message (ICS 213) EmComm Training Organization		
<input checked="" type="checkbox"/> THIS IS AN EXERCISE	Load ICS213 INITIAL Data	Form Instructions
1. Incident Name: <input type="text" value="Incident name is optional"/>		
2. To (Name/Position): <input type="text" value="AA6XC, Net Control"/>		
3. From (Name/Position): <input type="text" value="KN4IOU, Operator"/>		
4. Subject: <input type="text" value="Water Rescue Required"/>	5. Date: <input type="text" value="2025-2-20"/>	6. Time: <input type="text" value="14:24"/>
7. Message: <input type="text" value="A canoe capsized about 11 miles west of town. Two canoeists wearing life vests are clinging to a rock"/>		
8. Approved by: <input type="text" value="Stephen Pederson"/>	8b. Position / Title: <input type="text" value="Operator"/>	
Optional Location Coordinates		
Latitude <input type="text" value="38.933481"/>	Longitude <input type="text" value="-78.152287"/>	MGRS <input type="text" value="17SQD4684013251"/> Grid <input type="text" value="FM08ww"/>
<small>LAT/LON and MGRS default to the center of the grid square listed in Express Settings, unless a GPS is used or Lat/LON or MGRS are entered manually. For Winlink mapping and CSV export you must enter a latitude and longitude.</small>		
<input type="button" value="Submit"/>	<input type="button" value="Save ICS213 INITIAL Data"/>	<input type="button" value="Reset Form"/>
		Ver 43.45