IC-213 FORM INSTRUCTIONS

HEADER: Filled out by Radio Operator

NUMBER: Use location dash serial number. Example: CH1-5, CH3-14, EOC-34
Should match the Comm Log number.

PRECEDENCE: Emergency if "Any property or building damage affecting lives, any transport or access issues potentially affecting lives, any serious injury at the report center or known by the report center and finally serious supply needs at the report center."

FROM/TO STATION: The person you are communicating with. Put the "From: station" in the box and then right below it put the "To: station"

PLACE OF ORIGIN: The place where the message originated, such as CH4 or EOC

TIME SENT/RECV'D: This is the time YOU completed sending or receiving the Message, not the time someone handed you the message.

DATE SENT/RECV'D: Same as Time Sent/Recv'd. The date YOU sent or received the message.

REPLY ON FREQ: Fill in the Reply Frequency, if it's a Repeater (+ or -), or (s) for SIMPLEX, and the PL, if one is required.

How A Properly Filled Out Header Looks Like   (Sending & Receiving the same message):

Message Header Example:

When sending a message, send one line without interruption, then say BREAK. The person receiving will say COPY if they were able to receive it. Then proceed with the next line, and so on.