

### ICS Forms for use during Drills and Actual Incidents

The Incident Command System (ICS) and National Incident Management System (NIMS) require the use of certain forms for use by radio communicators during an incident. The forms are ICS-213 General Message Form and ICS-214 Activity Log. Copies of these forms are available here for downloading. Three-part copies of the ICS-213 Message Forms are also located in a yellow folder which is placed within each COTS Radio case.

The ICS-213 General Message Form can be a three-part form, a one-part form that is duplicated in triplicate, or a pre-formatted form that can be transmitted by digital means, as with fldigi. In any of these formats, this is the form which must be used for all formal messages during an actual incident. The information boxes at the top are self explanatory (use 24 hour time). The amateur radio operator will fill in the top boxes including the message number, starting with 1. If receiving a message from another location, use that location's message number. The message must be copied verbatim from the source.

When using a three-part form for a received message, the amateur will keep the top copy. The yellow and pink copies, still stapled together, go to the message recipient. The recipient should enter their reply and then send the yellow copy back to the sender (the amateur radio operator) and retain the pink copy (see instructions at bottom of form). A ball point pen must be used with this form; check the bottom pink copy to make sure it is legible. The top (white) copy and yellow copy should be turned in to your supervisor or the Documentation Unit at the end of the incident. If you don't have access to the three-part forms, you can download and use three copies of the single sheet form.

The ICS-214 Activity Log is a three sheet form but it is treated as a single form. The first and second sheets are for entering, in section 7, all notable communications sent or received and individual notable activities. The third sheet contains instructions for completing the activity log. This form should also be provided to your supervisor at the end of the incident, or to the Documentation Unit. If there is no one to take the forms, then keep them in your possession, as the forms will likely be requested later.