GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position):

3. From (Name and Position):

<table>
<thead>
<tr>
<th>4. Subject:</th>
<th>5. Date:</th>
<th>6. Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>HHMM</td>
</tr>
</tbody>
</table>

7. Message:

8. Approved by:   Name:             Signature: ________________ Position/Title:

9. Reply:

10. Replied by:   Name:             Position/Title:             Signature: 

ICS 213          Date/Time: Date