



## **DUPAGE COUNTY AMATEUR RADIO EMERGENCY SERVICE (ARES) ICS-213 (ARES VERSION) FORM COMPLETION INSTRUCTIONS**

**December 1, 2011**

### **ORIGINATION FORM FIELDS**

**NUMBER** – Assigned by the message originator and/or the Net Control Station (NCS)

**PRECEDENCE** – Designated by the message originator

**Emergency** – Any message having life and death urgency to any person or group of persons

**Priority** – Important messages having a specific time limit

**Health and Welfare** – A message that is an inquiry into the well-being of an individual in a disaster area

**Routine** – Normal traffic during normal times

**FROM STATION** – Person, call sign, title or organization that is the message originator.

**CHECK** – The number of words occupied by the message as counted by the person who originated the message

**PLACE OR ORIGIN** – Location where message was originated or originally drafted.

**TIME FILED** – Time the message was originated expressed as local time using the 24 hour format

**DATE FILED** – Date the message was originated expressed as local time

**HANDLING INSTRUCTIONS** – Designated by the message originator

**TO** – Person to whom the message is to be delivered

**POSITION** – Position or title of the person to whom the message is to be delivered

**FROM** – Person who requested that the message be sent

**POSITION** – Position or title of the person who requested that the message be sent

**SUBJECT** – Brief and concise summary of the purpose of the message

**MESSAGE BODY** – Message as dictated by the person who requested that the message be sent entered with one word on each line with the exception of punctuation which is entered on the same line as the word it follows

**WORD COUNT** – The number of words occupied by the message as counted by the person who received the message

**RECEIVED FROM** – Person, call sign, title or organization that the message was received from

**INITIALS** – Initials of the person, call sign, title or organization that received the message

**POSITION** – Position or title of the person that received the message

**RECEIVED BY** – Person, call sign, title or organization that received the message

**RECEIVED TIME** – Time the message was received expressed as local time using the 24 hour format

**RECEIVED DATE** – Date the message was received expressed as local time using the 24 hour format

## **REPLY FORM FIELDS**

*NOTE – The reply section of the ICS-213 (ARES Version) form is to be utilized for a direct response or acknowledgement of the original message only*

*NOTE – If the intended reply introduces or addresses a new subject or issue, then a new ICS-213 (ARES Version) should be originated*

*NOTE – Entries in the reply section of the ICS-213 (ARES Version) form follow the same format*