

GENERAL MESSAGE		
TO:		POSITION:
FROM:		POSITION:
SUBJECT:	DATE:	TIME:
MESSAGE: → Who, What, When, Where, Why ←		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

ICS 213 Hub Instructions

General notes:

1. *Fields with font that looks like this will generally be filled out by Hub Personnel.* Fields with font like this will generally be completed by the message manager or radio operator.
2. Please PRINT all information. Forms need to be filled out efficiently, but more important, legibly and accurately.
3. This form can be used to send any message between any parts of the hub radio network; however, there are two main reasons to use this form – to send information on a high priority incident to the EOC or to receive and respond to information requests from the EOC.

Part 1: Sending Information to the EOC (moving left to right):

(Line 1) To: *To whom the message is going.*

(Line 1) Position: The EOC message number. This is generated by the EOC and given to the radio operator when available.

(Line 2) From: *The person filling out the message form.*

(Line 2) Position: *The hub field message number. This is a number generated by the Hub Message Manager or Radio Operator to log the message with. It will have a 2-digit sector, a 2-digit hub designator, and a 4-digit number. For example, if the Wedgewood hub in the Northeast sector was logging this as their 23rd message, the Field Message Number would be NE WW 0023. The Message Taker does not fill this out.*

(Line 3) Subject: Filled out by the radio operator or message manager.

(Line 3) Date: *Date the message is being recorded.*

(Line 3) Time: *Time the message is being recorded in 24 hour HH:MM format. For example, 11:32 pm would be 23:32, and 11:32 am would be 11:32.*

Message – The following are items to include in the main message field:

1. **What:** *Briefly describe the information. Think of this as the headline. It should convey scope, location, and severity of the issue. For example, "Virginia Mason Hospital at Seneca St and Terry Ave has lost generator power to their intensive care unit," or, "36 nurses have arrived at Ballard Corner Park and can administer first aid for the next 48 hours."*
2. **Details:** *Here is where all the blanks should be filled in. Ask as many questions as you need to create a clear description of the issue. For example, if a reporter comes and says a building has collapsed, some possible questions might be: Are there people still inside? Are the utilities controlled (gas/water/power/ is off)? How many people need first aid? How tall was the building? Is anyone in the neighborhood already offering assistance? Be as specific as you can.*
3. **Where:** *This is a very important block. Ideally, the location will include a street number, street name and cross street. At the minimum, it has to have two or more cross streets. A good location would be: 4245 NE 12th Ave. A better location would be: 4245 NE 12th Ave, between 42nd Ave NE and 43rd Ave NE. A really spectacular*

location would be: 4245 NE 12th Ave, between 42nd Ave NE and 43rd Ave NE, in front of the 7-11. If they can't find you, you won't get help.

4. **When:** The date and time the event occurred, and if it is ongoing. If it's a need or resource, make sure to note how long it will be available. For example, "Water distribution starts at 9am on Feb 22nd and will be available until it is gone," or, "Day shelters will be open from 9 to 5 Monday through Friday."
5. **Who:** The reporting party and their relationship to the event. How do they know what's happening and why did they report it. Note: This information helps to vet information as it works its way up.
6. **Additional information:** Anything else that is relevant to the issue or any action that this issue requires. For example, if large numbers of wounded are congregating in a local park, then "action required" could be used as an action item for hub use.

(Line 4) Signature: The radio operator sending the message.

(Line 4) Position: The position of the radio operator. For example, Central East Hub Net Control or Central East Volunteer Park hub.

Reply: Everything below this section would only be filled out if a reply was received from the EOC.

(Line 5) Date: Month/Day/Year the reply was received.

(Line 5) Time: Hour and minute the reply was received.

(Line 5) Signature/Position: Who received the reply and what is their position in the network.

Part 2: Receiving Announcements and Information Requests from the EOC (moving left to right):

(Line 1) To: What location is information requested from or where should this announcement be distributed.

(Line 1) Position: The hub field message number. This is a number generated by the Hub Message Manager or Radio Operator to log the message with. It will have a 2-digit sector, a 2-digit hub designator, and a 4-digit number. For example, if the Wedgewood hub in the Northeast sector was logging this as their 23rd message, the Field Message Number would be NE WW 0023.

(Line 2) From: From where the message originated. For example, the EOC or Northwest Sector Net Control.

(Line 2) Position: The EOC message number. This is generated by the EOC and given to the radio operator when available.

(Line 3) Subject: Filled out by the radio operator or message manager.

(Line 3) Date: Date the message is being recorded.

(Line 3) Time: Time the message is being recorded in 24 hour HH:MM format. For example, 11:32 pm would be 23:32, and 11:32 am would be 11:32.

Message – The following are items to include in the main message field:

1. **Details:** The announcement or information request. Ask as many questions as you need to create a clear description.
2. **Where:** What location does this affect? A hub location or street number, street name and cross street.
3. **When:** Is there a timeframe for the information.
4. **Additional information:** Anything else that is relevant to the announcement or request, or any action that this requires.

(Line 4) Signature: The radio operator receiving the message.

(Line 4) Position: The position of the radio operator.

Reply: *The response to the information requested. If it is just an announcement, then this section and all below, can be left blank.*

(Line 5) Date: Day the reply was sent.

(Line 5) Time: Hour and minute the reply was sent

(Line 5) Signature/Position: Who sent the reply and what is their position.