



## GENERAL MESSAGE

### ICS 213

<b>1. INCIDENT/ EVENT NAME</b>		<b>DATE</b>	<b>TIME</b>
<b>4. TO</b> [Name & Position]:			
<b>5. FROM</b> [Name & Position]:			
<b>6. SUBJECT</b>			
<b>7. MESSAGE:</b>			
<b>8. APPROVED BY</b>	<b>NAME</b>	<b>POSITION / TITLE</b>	<b>SIGNATURE</b>
<b>9. REPLY</b>			
<b>10. RECEIVED BY</b>	<b>NAME</b>	<b>POSITION / TITLE</b>	<b>SIGNATURE</b>