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## ICS-213 US OS Form

- Routing information

Source Callsign	This is your callsign, D-Rats fills this in for you.
Destination Callsign	You must type the callsign of Person that you are sending to
Incident name	Name of the event EX: Hurricane Paul etc.
Time & Date	Be sure to make sure this is the correct time and date.
To	His/her name of person who the traffic is being sent to
ICS Position	His/her position EX: Red Cross Manager, Shelter Operator
Sender	Name or callsign who is sending the traffic
ICS Position	Your position, EX: Mims Elementary Shelter Operator
Subject	Meals, Water, Medications etc.

Message 45 word maximum  
We have 39 evacuees checked in We are expecting 36 more.  
We need meals for 75 evacuees Please advise ETA

Reply 35 word maximum  
Advise head count every hour.  
Meals will arrive at 1600 hours

Signature / Position (person replying	Person that is replying to original message
Date of Reply	Date for your record keeping
Time of Reply	Time for your record keeping.