



ACS Battalion Message Form

FORM 213A

Message Number:

Originator's Date:

Time:

Battalion Message

To:	Location:
From:	Location:
Subject:	<input type="checkbox"/> Original <input type="checkbox"/> Reply

Incident Description

FIRE or HAZMAT
 MEDICAL
 RESCUE
 INFRASTRUCTURE (streets, water, power, etc.)
 OTHER

Incident Address:	Cross Street:
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Message: (What, Where, When, How)

Originator's Name and ICS Position:	<input type="checkbox"/> Reply Requested <input type="checkbox"/> Information Only	
Received Date/Time:	By FCC Callsign:	Tactical Callsign:

Reply Message

Replier's Name:	Date:	Time:
Sent Date/Time:	By FCC Callsign:	Tactical Callsign:

SFFD Use Only – Do Not Transmit:

ACS BATTALION MESSAGE FORM, Form 213A

This Message Form is used for:

- Sending messages, and replies to messages, between NERT Staging Areas and Battalion Stations.

Note: The NERT Staging Areas do not use this form; messages will not follow exactly the format of this form. To the extent that this form prompts for more specific information not contained in the NERT message (e.g. address or cross street), the ACS operator should ask for more specific information.

Message Number: Record the unique message number assigned by the NERT Staging Area.

Date / Time: Record the date and time (24 hour clock, local time) the message was created by the Originator.

Message Routing

To: Record the name or position of the person that the message is intended for, e.g. Battalion Chief,

Location: The location the message is destined for, e.g. Battalion 4, Fire DOC, Mountain Lake Staging Area, etc.

From: Record the name or position of the person sending the message.

Location: The location the message is from, e.g. Battalion 4, Fire DOC, Mountain Lake Staging Area, etc.

Incident Description

Subject: Briefly indicate what the message is about (used for identifying message). Check **Original** if this is the first time the message has been sent or check **Reply** if this message is related to an earlier message. (If a Reply, then other message forms need to be a part of the message record.)

The purpose of the check boxes is to help the Fire Department prioritize the message content:

- Check **FIRE or HAZMAT** if the incident concerns a fire or hazardous materials release
- Check **MEDICAL** if the incident concerns medical issues
- Check **RESCUE** if the incident is about a rescue of people in dangerous situations
- Check **INFRASTRUCTURE** if the incident involves streets, water systems, power systems or other City infrastructure
- Check **OTHER** if the message is about none of the above, for example Law Enforcement, Safety, etc.

Incident Address / Cross Street: Include information that the Fire Department or other responder can use to precisely locate the incident.

Message:

- Print messages in block letters, using plain text at all times
- Be concise, clear and complete, answering What?, Where?, When? and How?
- Messages should deal with one incident or subject only. Create additional message forms for additional items/subjects

Originator Name and ICS Position: The Message should include the name and ICS Position of the person originating the message. Also check a box if a reply is requested or if this is just for information.

Received Date and Time: After the message has been received (often by radio), the operator should record the date and time as well as the **FCC Callsign** and **Tactical Callsign** of the ACS operator. If the message has been communicated by a runner, record the date and time received by the Battalion and the name of the runner.

Reply Message

The Reply Message will normally be produced by the battalion chief in response to the NERT message. If the reply message is not clear, ask for clarification before transmitting.

Replier's Name, Date and Time Signed: Reply should be signed with date and time noted by the person originating the reply.

Sent Date and Time: (See notes above for Received Date and Time)

SFFD Use Only: The space at the bottom of the form is available for the Battalion Chief to record relevant notes for future reference. This information is NOT expected to be transmitted to the NERT Staging Area.