



## 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. Add a prefix to distinguish from other staging areas and communicate that to the staging area. Example: GP 008 (8<sup>th</sup> message from the Glen Park staging area)

**Date / Time:** Record the date (mm/dd/yy) and time (24 hour format, 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

**From:** Record the name or position of the person sending the message, e.g. Planning Section Chief

**Locations:** May be a street address, intersection, or landmark, e.g. Battalion 4, Fire DOC, Mountain Lake Staging Area

### **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 a related to an earlier message. (If a Reply, then other message forms need to be a part of the message record. Record prior message number.)

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

- Check **EMERGENCY** for messages concerning immediate threat to life or property or impacts many disaster victims.
- Check **Priority** for time sensitive messages, or situations that are urgent but not immediately life threatening.
- Check **OW** or **IW** for **Outgoing** or **Incoming Welfare** for reports or requests of health and welfare of first responders or disaster victims.
- Check **Routine** for normal messages such as status reports, and situations that are NOT urgent
  
- 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 info 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.