

How to Compose a (FRS) Message

1. Using the ICS General Message Form (ICS 213 - PH) or a piece of paper (if you do not have the form), write down the following:
 - **The intended recipient** (e.g., PH CERT <your area> ICP, PH CERT <your area> Area)
Use Section #1 of ICS 213 - PH
 - **Your caller ID** (e.g., PH CERT <your area> SAR Team #n, your first name)
Use Section #2 of ICS 213 - PH
 - **Your location**
Use Section #3 on ICS 213 – PH
 - The date and time
Use Sections #5 and #6 of ICS 213 - PH
2. Ask yourself the following primary questions:
 - Is there **danger to life**?
If yes, write down in Section #7 of ICS 213 - PH the number of “red” and “yellow” victims and possibly the type of danger (e.g., auto accident) or nature of the Injury(ies). Record, but do not report/transmit the number of “green” or “black” victims at this time.
 - Is there **danger to property** (e.g., fire, gas line break, water main break, electrical line down, heavy damage to a building)?
If yes, write down in Section #7 of ICS 213 – PH the type of the danger.
 - Do I or my team **need something** (e.g., first responders (fire, police, medical, utility), cribbing team and supplies, PH CERT medical transport, other types of tools or medical supplies)?
If yes, write down in Section #7 of ICS 213 – PH what you need.
 - Do I or my team need to **warn first responders** of road closures that will impede their ability to respond (e.g., bridge or overpass out, electrical line across the road, flooding, tree across the road)?
If yes, write down in Section #7 of ICS 213 - PH what the impediment is.
3. Ask yourself the following secondary questions:
 - Have you been asked to report your status at certain intervals?
If yes, write down in Section #7 of ICS 213 – PH what your status is.
 - Have you been asked to report what you see at a specific address or on windshield survey?
If yes, write down in Section #7 of ICS 213 – PH what you see. Depending on the urgency of this assignment, you will need to record what you see, but not report/transmit the information. Give your message to the message center at the ICP for routing.
 - Are you on your way to report to your PH CERT Area’s ICP?
If yes, write down in Section #7 of ICS 213 - PH what you see. Depending on the radio traffic at the time, it may be better to record what you see, but not report/transmit the information on the radio. Give your message to the message center at the ICP for routing.
4. You now have all of the information needed for the message. To send the message:
 - Make sure your FRS radio is tuned to **<your area’s channel>, sub-channel 0**.
 - **Slowly and distinctly** read what you have written down (date and time are optional) in 5 – 6-word chunks.
 - **Pause** between chunks to give the recipient time to write down your message.
 - Give street numbers as **single digits** (1-2-3)
 - **Spell** all street names that are ambiguous or difficult to understand or pronounce.