

METERS

Just in time training

Our friend...

The ICS 213form

...in three part harmony

GENERAL MESSAGE

TO: Izzy Bagodonuts			POSITION: EOC Red Cross Mass Care		
FROM: Claire Daylight			POSITION: Eagle Shelter manager		
SUBJECT: Additional Clients 23 Jun 1200		DATE: 23 Jun	TIME: 1200		
MESSAGE:					
45 Clients Arriving 1500hrs Need 45 additional meals cots blankets care kits Reply with ETA					
SIGNATURE: Claire Daylight			POSITION: Eagle Shelter Manager		
REPLY:					
requested items in route Expect arrival 1700hrs					
DATE: 23 Jun	TIME: 1430hrs	SIGNATURE/POSITION: Izzy Bagodonuts Red Cross Mass Care			

GENERAL MESSAGE

TO: Izzy Bagodonuts	POSITION: EOC Red Cross Mass Care	
FROM: Claire Daylight	POSITION: Eagle Shelter manager	
SUBJECT: Additional Clients 23 Jun 1200	DATE: 23 Jun	TIME: 1200

MESSAGE:

45 Clients Arriving 1500hrs
Need 45 additional meals cots blankets care kits
Reply with ETA

SIGNATURE: Claire Daylight	POSITION: Eagle Shelter Manager
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requested items in route
Expect arrival 1700hrs

DATE: 23 Jun	TIME: 1430hrs	SIGNATURE/POSITION: Izzy Bagodonuts Red Cross Mass Care
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FROM: Claire Daylight	POSITION: Eagle Shelter manager	
SUBJECT: Additional Clients 23 Jun 1200	DATE: 23 Jun	TIME: 1200

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Directions on the back,

Turn in the original at the end of
your shift to your supervisor.