METERS

Just in time training

Our friend...

The ICS 213form

...in three part harmony

GENERAL MESSAGE							
TO: Izzy Bagoc	donuts	POSITION: EOC Red Cross Ma	POSITION: EOC Red Cross Mass Care				
FROM: Claire Dayli	ight	POSITION: Eagle Shelter mand	POSITION: Eagle Shelter manager				
SUBJECT: Addition	nal Clients 23 Jun 1200	DATE: 23 Jun TIME:	1200				
MESSAGE:							
Reply with ETA							
	Daylight	POSITION: Eagle Shelter Manag	ger				
Reply with ETA SIGNATURE: Claire	Daylight	POSITION: Eagle Shelter Manag	ger				
SIGNATURE: Claire REPLY:		POSITION: Eagle Shelter Manag	ger				
SIGNATURE: Claire REPLY: requested ite	ems in route	POSITION: Eagle Shelter Manag	ger				
SIGNATURE: Claire REPLY:	ems in route	POSITION: Eagle Shelter Manag	ger				

GENERAL MESSAGE Izzy Bagodonuts **EOC Red Cross Mass Care** POSITION: Eagle Shelter manager _{FROM:} Claire Daylight POSITION: date<mark>: 23 Jun</mark> subject: Additional Clients 23 Jun 1200 1200 TIME: 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 TIME: SIGNATURE/POSITION: DATE: 23 Jun 1430hrs Izzy Bagodonuts Red Cross Mass Care

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

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то: Izzy Bago	donuts	POS	SITION:	EOC	Red	Cross Mass Care
FROM: Claire Day	ylight	POS	POSITION: Eagle Shelter manager			
SUBJECT: Additional Clients 23 Jun 1200			TE: 23 J	un	TIME:	1200
MESSAGE:						
45 Clients Arri	ving 1500hrs					
Need 45 additional meals cots blankets care kits						
Reply with ETA						
. ,						
signature: Claire [Daylight		POSITION:	Eagle	e Shel	t <mark>er Manager</mark>
REPLY:						
requested items in r Expect arrival 1700hrs	route					
DATE:	TIME:	SIGNATURE/PO	OSITION:			
23 Jun	1430hrs		odonuts Re	d Cross M	lass Care	

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o: Izzy Bagodonuts	POSITION: EOC Red Cross Mass Care			
_{ROM:} Claire Daylight	POSITION: Eagle Shelter manager			
UBJECT: Additional Clients 23 Jun 1200	DATE: 23 Jun TIME: 1200			
MESSAGE:				
45 Clients Arriving 1500hrs				
Need 45 additional meals cots bl	ankets care kits			
Reply with ETA				

SIGNATURE: Claire Daylight

POSITION: Eagle Shelter Manager

REPLY:

requested items in route

Expect arrival 1700hrs

DATE: TIME: SIGNATURE/POSITION:
23 Jun 1430hrs Izzy Bagodonuts Red Cross Mass Care

GENERAL MESSAGE					
то: Izzy Bagodonuts	POSITION: EOC Red Cross Mass Care				
_{FROM:} Claire Daylight	light POSITION: Eagle Shelter manager				
subject: Additional Clients 23 Jun 1200	0 date: 23 Jun time: 1200				
MESSAGE:					
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Need 45 additional meals cots blankets care kits					
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RODIY WITH LIA					
signature: Claire Daylight	POSITION: Eagle Shelter Manager				
REPLY:					
requested items in route					
Expect arrival 1700hrs					
DATE: TIME: SIGNA	ATURE/POSITION:				
	ry Bagodonuts Red Cross Mass Care				
20 3011 14001113	122y Dagodoriois Rea Cross Mass Care				

Directions on the back,

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