

BULLETIN

NO.: 23-010  
DATE: January 12, 2023  
TO: All Personnel  
FROM: Daniel Eddy, Deputy Fire Chief, A Division Shift Commander  
Robert Allen, Deputy Fire Chief, B Division Shift Commander  
Brian Raines, Deputy Fire Chief, C Division Shift Commander  
SUBJECT: ICS 213 Form (General Message)

The San Diego Fire-Rescue Department (SDFD) will distribute ICS 213 forms, also known as General Message, to all battalion chief vehicles, Type-1, and Type-3 engines. The form shall be kept on the apparatus in the Company Officer File Folder (Bulletin 09-129).

The purpose of the form is to track and account for equipment lost, damaged, or left on incidents, primarily vegetation fires. The form may be used on incidents including strike teams within the City of San Diego, the Metro Zone, in-county, or out-of-county.

While on the incident, the company officer must complete the form properly and receive a signature from either the Incident Commander, Operations Section Chief, Division, or Group Supervisor. The signed copy shall be retained in the engineer's manual for equipment replacement and SDFD records. In addition to the ICS 213 form, the same information should also be documented on PSTRax.

Use of this form is industry standard and common practice for documenting lost or damaged equipment or when seeking reimbursement from an outside agency. Personnel from other agencies operating on an incident in The City of San Diego may also request signatures for equipment lost, damaged, or left on our incidents. The IC, OSC, or DIVS should ensure the equipment inventory reported is accurate.

Forms may be restocked from an incident, or if not available, additional copies can be acquired from Fire Station 9 by sending an email to [SDFDForms@sandiego.gov](mailto:SDFDForms@sandiego.gov).

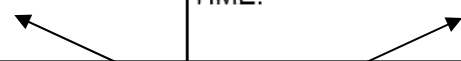
Please review the attached tutorial.

Any questions should be routed through the chain of command.



# Header

TO: Recipient	POSITION: Recipient's Position	
FROM: Originator	POSITION: Originator's Position	
SUBJECT: What the message is about	DATE:	TIME:



Date and Time when the Form was completed

- To and From: Name and rank of recipient and originator
- Position: Uses functional, incident position title: Incident Commander, Operations Section Chief, Division or Group Supervisor, BR14 Captain
- Subject: Be concise and summarize topic of the message (equipment left, broke, or missing from the "incident name")
- Date and Time: When the form was completed

# Message

MESSAGE:

The Following equipment from SND BR14 was left on the  
(name of incident)

1. 500' of 1-1/2" hose
2. 4 - Water thieves
3. 2 - 1 1/2" Gated wyes

# Message Signature Block

Originator signs message and prints position title here

SIGNATURE:	POSITION:
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# Reply

REPLY:

Comments from incident personnel

# Reply Signature Block

Date, time, and signature with position

DATE:	TIME:	SIGNATURE/POSITION:
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