

Relaying an ICS-213: The Service Cross

When you relay an ICS-213 to another station, you need to document your relay. This is done using the Service Cross. You complete the Service Cross at the time you relay the message to the next operator in the chain. The Service Cross is drawn on a blank area of Block 7, and contains four pieces of information:

The date of transmission	The time of transmission
The name of the sender	Position/title of the sender

Here is an example of a Service Cross on a message that has been relayed:

GENERAL MESSAGE (ICS 213)		
1. Incident Name (Optional):		MSG #: SCSD-001
2. To (Name and Position): EOC		
3. From (Name and Position): JANE JONES - RTL		
4. Subject: SCSD-001 / 123 SEDONA DR. / HOUSE SHIFTED		5. Date: 10/04/24
		6. Time: 0915
7. Message: <p>House tilted to one side Roof partially fallen into house Front entry not accessible Residents outside unharmed</p> <p>10/04/2024 1145 JANE JONES SEDONA DR RTL</p>		
8. Approved by: Name: JANE JONES Signature: <i>J Jones</i>		Position/Title: Sedona Dr RTL
9. Reply:		