

## GENERAL MESSAGE (ICS 213)

<b>1. Incident Name</b> (Optional): MC-20 Taylor Energy Response		
<b>2. To</b> (Name and Position): Capt. Kristi Luttrell, FOSC		
<b>3. From</b> (Name and Position): Will Pecue, IC for RP/TEC		
<b>4. Subject:</b> 2019Q3r_Entry of ICS 213 into the Record	<b>5. Date:</b> 7/16/19	<b>6. Time</b> 0900
<p><b>7. Message:</b> In the Fall of 2018 Taylor Energy Company LLC requested various MC20 Response Records from the FOSC and US Coast Guard. The FOSC directed Taylor Energy that it should pursue this information request through various Freedom Of Information Act (FOIA) submissions. Previous repeated requests at Unified Command meetings to US Coast Guard by Taylor Energy as the Responsible Party for the documents compiling the MC20 Response Record, and referenced by Coast Guard as the Records Index, (with the earliest request dating back to 2015) had only yielded a "file listing" rather than the actual document(s). In January of 2019 Taylor Energy began submitting FOIA requests to various federal agencies as instructed by the FOSC.</p> <p>In attempting to obtain the actual relevant response-related documents, some of the federal agencies that compiled MC20 reports at the request of US Coast Guard have subsequently stated that they require approval of Coast Guard since they were the originating party for the study/analysis. Yet, US Coast Guard has stated that the FOIA request should be submitted to the generating agency, rather than itself. This circular process has essentially failed to produce the requested documents in the time mandated for FOIA processing.</p> <p>The attached listing summarizes the various FOIA submission by Taylor Energy Company LLC to date. Of the 16 FOIA requests submitted to various federal agencies since January 22 of this year, only one FOIA response has been released in its entirety by the agency and is deemed "complete" by the responding agency. In regard to the multiple FOIA requests to US Coast Guard, no information has been provided to date.</p> <p>The RP requests that this document be made a part of the MC20 Response Record.</p>		
<b>8. Approved by:</b> Name: _____ Signature: _____ Position/Title: _____		

**9. Reply:**

**10. Replied by:** Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

**ICS 213**

Date/Time: \_\_\_\_\_

## ICS 213 General Message

**Purpose.** The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

**Preparation.** The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

**Distribution.** Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

### Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	<b>Incident Name</b> (Optional)	Enter the name assigned to the incident. This block is optional.
2	<b>To</b> (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	<b>From</b> (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	<b>Subject</b>	Enter the subject of the message.
5	<b>Date</b>	Enter the date (month/day/year) of the message.
6	<b>Time</b>	Enter the time (using the 24-hour clock) of the message.
7	<b>Message</b>	Enter the content of the message. Try to be as concise as possible.
8	<b>Approved by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Position/Title</li> </ul>	Enter the name, signature, and ICS position/title of the person approving the message.
9	<b>Reply</b>	The intended recipient will enter a reply to the message and return it to the originator.
10	<b>Replied by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).