

# MESSAGE FORM

► For paper: use ballpoint pen – blue or black ink only (See back for instructions)

Origin Msg #: <sup>2</sup>

Destination Msg #: <sup>3</sup>

Date <sup>1</sup>:

Time (24hr):

Handling <sup>5</sup>(✓one): ☐ Immediate (ASAP) ☐ Priority (< 1hr) ☐ Routine (< 2hr)

This Message Requests You To <sup>6</sup>:

TAKE ACTION (✓one): ☐ Yes ☐ No

REPLY (✓one): ☐ Yes, by  ☐ No

ICS Position: (required) <sup>7</sup>

Location: (required) <sup>9</sup>

Name: (optional)

Telephone #: (optional)

ICS Position: (required) <sup>8</sup>

Location: (required) <sup>9</sup>

Name: (optional)

Telephone #: (optional)

SUBJECT: <sup>10</sup>

REFERENCE (e.g., Number of earlier msg.): <sup>11</sup>

MESSAGE: <sup>12</sup> (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)

ACTION TAKEN: <sup>13</sup> (For use by Originator / Recipient) ► USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: ☐ Management ☐ Operations ☐ Planning ☐ Logistics ☐ Finance

Operator Use Only: <sup>14</sup>

Relay:

Rcvd:

Sent:

How:

☐ Received or ☐ Sent (✓one):

Operator Call Sign:

☐ Telephone

☐ Dispatch Center

Operator Name:

☐ EOC Radio

☐ FAX

☐ Courier

☐ Amateur Radio

☐ Other

Date:

Time:

Outgoing (Sent): <sup>15</sup>

Message Originator: Send the original to radio. Retain a copy for your reference.

Radio: After sending, complete Operator Use Only and file in radio.

Incoming (Received): <sup>15</sup>

Radio: Complete Operator Use Only then route to the Addressee. Retain a copy in radio if directed by Supervisor.

Addressee: Take appropriate action.

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