MESSAGE FORM

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

Origin Msg #: [2]

Destination Msg #: [3]

Date [1]:

(mm/dd/yy)

Time (24hr):

(0001 to 2400)

Handling [5] (✓one): ○ **Immediate (ASAP)** ○ **Priority (< 1hr)** ○ **Routine (< 2hr)**

This Message Requests You To [6] :

TAKE ACTION (✓one): ○ Yes ○ No

REPLY (✓one): ○ Yes, by [____] ○ No

TO

ICS Position: (required) [7]

Location: (required) [9]

Name: (optional)

Telephone #:(optional)

FROM

ICS Position: (required) [8]

Location: (required) [9]

Name: (optional)

Telephone #: (optional)

SUBJECT: [10]

REFERENCE (e.g., Number of earlier msg.): [11]

MESSAGE: [12] (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)

ACTION TAKEN: [13] (For use by Originator / Recipient) ▶ **USE SEPARATE MESSAGE FORM IF SENDING REPLY!**

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

Operator Use Only: [14]

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): [15]

   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): [15]

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