

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

T
O

ICS Position: (required) ⁷

Location: (required) ⁹

Name: (optional)

Telephone #: (optional)

F
R
O
M

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)

NWS has issued Frost Advisory for our OA until 0900 hours with forecasted low of 35° F.
Please advise needs in your city.

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: <input type="text"/>	Sent: <input type="text"/>
How:	<input type="radio"/> Received or <input type="radio"/> Sent (✓one):	Operator Call Sign: <input type="text"/>
<input type="radio"/> Telephone	<input type="radio"/> Dispatch Center	Operator Name: <input type="text"/>
<input type="radio"/> EOC Radio	<input type="radio"/> FAX <input type="radio"/> Courier	
<input type="radio"/> Amateur Radio	<input type="radio"/> Other <input type="text"/>	Date: <input type="text"/> Time: <input type="text"/>

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.