

# MESSAGE FORM

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

Origin Msg #: <sup>2</sup> MPP-157

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

Date <sup>1</sup>:

01/21/2025  
(mm/dd/yy)

Time (24hr):

20:27  
(0001 to 2400)

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 1/24  No

T  
O

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

Planning Section

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

Xanadu City EOC

Name: (optional)

Telephone #: (optional)

F  
R  
O  
M

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

Planning Section

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

County EOC

Name: (optional)

Telephone #: (optional)

SUBJECT: <sup>10</sup> Drill Traffic: Arboriculture Report

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)

Send inventory of weakened eucalyptus trees via email to arborist.dept@xanadu-county.gov, or via Web EOC: <https://eoc.xanadu-county.gov/WebEOC/Damage-Report.php>

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.