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)

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.

INSTRUCTIONS FOR USING THE MESSAGE FORM

1. **Date and Time**: When receiving or sending any message, complete the date and time (in the format shown) in the top upper left of the form.

2. **Original Msg #**: message number of the original sending station.

3. **Destination Msg #:** message number of the ultimate destination station.

4. **Severity** field on earlier form versions has been deprecated from use and is no longer present and should not be sent or vocalized. If a Severity is received, simply note it. Handling Order has priority for forms disposition.

5. **Message Handling Order:** indicate the handling order of the message, (Immediate: As Soon As Possible; Priority: Less Than One Hour; Routine: Less Than Two Hours).

6. **Message Requests You To**: If the sender is expecting the receiver to "Take Action" check "Yes" otherwise "No". If a "Reply" is required check "Yes, by" and specify the Time, otherwise "No". If both are "No" then the message is intended as "For Your Information".

7. **TO: ICS Position**: state the ICS position to which the message is to be delivered. This will generally be *Command*, or one of the Section Chiefs (e.g., *Operations*, *Planning*, *Logistics*, *Finance/Admin*.). If unsure, address the message to *Planning*.

8. **FROM: ICS Position**: indicate what ICS position is sending the message - you also can note a name, but an ICS position is needed since the person staffing the position may change.

9. **Locations**: enter the location of the addressee in the "**To**" box and the location of the sender in the "**From**" box (for example, To: Mountain View EOC, From: Santa Clara County EOC).

10. **Subject**: Note the subject of the message (e.g., Request for Type 5 Engine Strike Team).

11. **Reference**: If the message is a response to an earlier message, indicate the original message number if available.

12. **Message**: If the message is a request for support, supply detailed instructions about what, when, how long needed and where the support is to be delivered, contact person and phone number. Be as brief as possible.

13. **Action Taken**: This section is for use of the message originator or recipient to record pertinent information regarding action taken in response to the message. (e.g., "Request for Type 5 Engine Strike Team passed to Region on OASIS Net."). Space is also provided to indicate copy to other ICS positions that may need the information.

14. **Operator Use**: The person who handled the message is to record the net used in the area at the bottom of the message form and records the name and call sign in the appropriate box. If the message is being sent, the date and time that the message actually was sent is to be noted in the relevant box.

15. **Forms Disposition**: Once the message is complete, copies of the message are distributed according to the script shown. If the message is an **IMMEDIATE** message, it should be placed in the hands of the supervisor. For other messages, it is permissible to place the message in the appropriate message box slot.