

MESSAGE FORM

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

Origin Msg #: ²

MPP-150

Destination Msg #: ³

Date ¹:

07/16/24
(mm/dd/yy)

Time (24hr):

1915
(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

Planning

Location: (required) ⁹

County EOC

Name: (optional)

Telephone #: (optional)

F
R
O
M

ICS Position: (required) ⁸

PIO

Location: (required) ⁹

Xanadu EOC

Name: (optional)

Telephone #: (optional)

SUBJECT: ¹⁰

Exercise traffic: Cooling Centers status

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

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

HVAC at Library has malfunctioned. The Cooling Center at 349 Cue St. is still open from 8:30 a.m. to 9 pm for residents' use.

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.