Message / Incident Form – Instructions

Purpose: This form is used to record incoming and outgoing messages and and incident reports. This form should be used for all significant messages. Messages need not be related to a specific incident.

Date/Time –
Incident # –
1. To: – To whom the message is addresses. In the case of incoming messages this will likely be PV EOC.

2. From: – The sender of the message.

3. Priority: – The urgency of the message.
- Flash – Death or Serious Injury Ongoing or Imminent.
- High – Ongoing or Imminentdamage to property or environment. Potenital threat of Death or Serious Injury
- Medium – Potential Damage to Property or Environment
- Low – Routine Situations

4. Message: – The text of the message. In the case of incidents, a brief summary of the situation. Check boxes have been provided to flag common incident types.
Non-incident messages may not need fields 5-8.
5. Location: – The street address and cross street or other description of the incident location.
6. Resources and action taken: – Describe committed resources and actions being taken to resolve this incident.
7. Prognosis: – The prognosis for the situation, given the currently committed resources; worsening, stable, improving.
8. Action Requested: – What action you are requesting the recipiant of this mesage take.
Action Log
This section is used by the sender or receiver to track what has been done with this message. Actions taken should be noted with date and time.
Planning:
Typical actions for a received incident message might include:
- Added to incident summary
- Marked or situation status map

Operations:
Typical actions for a received incident message might include:
- Dispatched resources
- Requested resources from another agency
- Replied to sender
- Requested status update

Actions taken may involve creatig and sending new measges. Usa a new message form.
When Operations determines an incident is completed, check the box, note the time and date, and return to Planning for archival.

Message / Incident Form

Date:	Time:	Incident #:

1. To:

2. From:

3. Priority:
- ☐ Flash - Life Threatining
- ☐ High - Urgent
- ☐ Medium
- ☐ Low - Information only

Sent or Received Via:
- ☐ Telephone #
- ☐ CERPP Radio
- ☐ Ham Radio
- ☐ Walk In
- ☐ Field Unit
- ☐ Other

4. Message: ☐ Medical ☐ Fire ☐ Utilities ☐ Property ☐ Roads

5. Location:

Cross Street:

6. Resources and action taken:

7. Prognosis: ☐ Worsening ☐ Stable ☐ Improving

8. Action Requested:

Action Log	Date	Time
☐ Situation Completed		

Copies White - Planning Yellow - Operations Pink - Message Center 2/22/2007