

# HICS 213 - GENERAL MESSAGE FORM

<b>1. Incident Name</b>		
<b>2. To</b> PRINT NAME: _____ POSITION: _____		
<b>3. From</b> PRINT NAME: _____ POSITION: _____		
<b>4. Subject</b>	<b>5. Date</b>	<b>6. Time</b>
<b>7. Priority</b> <input type="checkbox"/> URGENT - HIGH <input type="checkbox"/> NON URGENT - MEDIUM <input type="checkbox"/> INFORMATIONAL - LOW		
<b>8. Message</b>		<input type="checkbox"/> RESPONSE REQUIRED
Tac: _____ Msg# _____ Check: _____ Call Sign: _____		
<b>9. Approved by</b>	PRINT NAME: _____	SIGNATURE: _____
<b>10. Reply / Action Taken</b>		
Tac: _____ Msg# _____ Check: _____ Call Sign: _____		
<b>11. Replied by</b>	PRINT NAME: _____ POSITION: _____ DATE/TIME: _____	SIGNATURE: _____ FACILITY: _____



**Purpose:** Used to transmit messages regarding resources requested, status information, and other coordination issues  
**Origination:** Any personnel  
**Copies to:** Documentation Unit Leader

