

GENERAL MESSAGE			Message No.:		
TO:			POSITION/ Contact identification:		
ORIGINATOR:			POSITION/ Contact identification::		
SUBJECT:				DATE:	
				TIME:	
Precedence (Circle one →)	EMERGENCY	IMPORTANT	Routine	Administrative	
MESSAGE:					
					5
					10
					15
					20
					25
					30
					35
ORIGINATOR SIGNATURE (or message taker):			ORIGINATOR POSITION: (or message taker)		
REPLY:					
					5
					10
					15
					20
					25
DATE:	TIME:	SIGNATURE/POSITION:			
After transmitting, how did you do?			Circle One		
1 second pause between pushing Talk Button and speaking			Excellent Good Okay Poor Oooops		
Sent message in 5 to 6 word chunks			Excellent Good Okay Poor Oooops		
Spoke slowly and clearly			Excellent Good Okay Poor Oooops		
Mouth right distance from radio			Excellent Good Okay Poor Oooops		
Used the minimum words needed			Excellent Good Okay Poor Oooops		
Transmitted only Emergency traffic			Excellent Good Okay Poor Oooops		

Instructions

Header:

- Message Number: (For each call-up operation a sequential number is assigned to each message to be transmitted. This number will be used for the Message Log and filing of all messages sent from the station. If you need to reply to a message or inquire about one of yours, refer to the message number in question.)
- Full names of recipient (TO) and originator should be used (Debra G. Jones not Debbie Jones; Joseph P. Smith not Joe Smith, J. Smith, etc.)
- Use functional, incident position titles (Incident Commander, Pleasant Hill Police Chief; Area 4 S&R Team Leader)
- Subject should be concise and summarize topic of the message (Immediate evacuation of Gregory Gardens)
- Date and Time form was completed (When the message and message signature block are complete)

Precedence:

Emergency traffic has first priority, Important is next, and so on down the priorities. Originators can indicate they have lower priority traffic and wait for instructions, can submit it by runner or other means, or can request a different channel for reporting the lower priority traffic.

- Originator must specify the Precedence, message handlers may not change it

Emergency: life, limb or major assets depend on this message getting through ASAP

Important: In the not too distant future life, limb or major assets will be at risk

Routine: Operational mission essential, other people urgently need to know about this

Administrative: Anything that is not Emergency, Important, or Routine

Message:

- One word per block (for easy word count to include in Message Log)
- Use as few words as possible (typically less than 25)

Message signature and position:

- Originator should sign, but if Originator is not present, whoever fills in the message should sign with their signature and position

Reply:

- Intended Reply recipient should sign, but if the reply can't be personally accepted and signed for then whoever delivers the message (by phone or radio) should indicate how delivered and sign the reply