



HICS 213 - GENERAL MESSAGE FORM

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