## INCIDENT MESSAGE FORM

1. **FROM (SENDER)**

2. **TO (RECEIVER)**

3. **DATE RECEIVED**

4. **TIME RECEIVED**

5. **RECEIVED VIA**
- Phone
- Radio
- Other:

6. **REPLY REQUESTED**
- Yes
- No
- If Yes, REPLY TO (if different from Sender):

7. **PRIORITY**
- Urgent – High
- Non Urgent – Medium
- Informational – Low

8. **MESSAGE (KEEP ALL MESSAGES/REQUESTS BRIEF, TO THE POINT, AND VERY SPECIFIC)**

9. **ACTION TAKEN (IF ANY)**

<table>
<thead>
<tr>
<th>RECEIVED BY</th>
<th>TIME RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Forward To:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECEIVED BY</th>
<th>TIME RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Forward To:</td>
<td></td>
</tr>
</tbody>
</table>

10. **FACILITY NAME**

---

**PURPOSE:** PROVIDE STANDARDIZED METHOD FOR RECORDING MESSAGES RECEIVED BY PHONE OR RADIO. **ORIGINATION:** ALL POSITIONS. **ORIGINAL TO:** RECEIVER. **COPIES TO:** DOCUMENTATION UNIT LEADER AND MESSAGE TAKER.