

INSTRUCTIONS FOR USING EMU MESSAGE FORM 213

1. **Date and Time:** When receiving or sending any message, complete the date and time (in the format shown) in the top upper left of the form.
2. **Incident Number:** Enter the Incident Tracking Number assigned for the event. Check with Planning Section Chief or IC for this number.
3. **Message Number:** Assigned by Message Control or Planning Section Chief if no message control established.
4. **Situation Severity:** Indicate the severity of the message - For example; is it a life threat, a property threat, or just information?
5. **Message Handling Order:** indicate the handling order of the message, (Immediate: As Soon As Possible; Priority: Less than an Hour; Routine: More Than an Hour).
6. **Message Requests You To:** state what the message type is - for example: is the sender expecting an agency or department to “Take Action”, to “Reply”, or “For Your Information”.
7. **Locations:** enter location of addressee in the “**To**” box and location of sender in the “**From**” box (for example, To: Washtenaw County EOC, From: Eastern Michigan University EOC).
8. **Subject:** Note the subject of the message (e.g., Request for County HazMat support).
9. **Reference:** If the message is a response to an earlier message, indicate the original message number if available.
10. **Message:** If the message is a request for support, supply detailed instructions about what, when, how long needed and where the support is to be delivered, contact person and phone number. Be as brief as possible.
11. **Action Taken:** This section is for use of the message originator or recipient to record pertinent information regarding action taken in response to the message. (e.g., “Request for HazMat team processed.”). Space is also provided to indicate copy to other ICS positions that may need the information.