

# MESSAGE FORM

<b>TO:</b>	<b>Message Center Use Only</b> Incident : _____ Time: _____ Date: _____ <input type="checkbox"/> Incoming <input type="checkbox"/> Outgoing
<b>FROM:</b>	
<b>TIME:</b>	
<b>MESSAGE TEXT:</b>	
<b>ACTION TAKEN:</b>	

USE CLEAR CONCISE TEXT

Examples: assignment completed, additional resources needed, unable to complete, special information/status update.

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