☐ **URGENT**

Jefferson County Emergency Operations Center

GENERAL MESSAGE

TO ☐ ROUTE IT AS MARKED	POSITION	TIME NOW
FROM	POSITION	
ABOUT		
ACTION EXPECTED		

(RESERVED)

ORIGINATOR MAY GIVE THIS MESSAGE A UNIQUE IDENTIFIER TO TRACK IT ⇨ **MSG REFERENCE NO.**

☐ **INFORMATION ONLY - NO REPLY NECESSARY**

REPLY/ACTION

REPLY BY	DATE/TIME OF REPLY	

☐ **ROUTE IT!**

INITIAL AND FORWARD

☐ **ALL**

- ☐ Policy _____
- ☐ EOC Director _____
- ☐ Unified Command _____
- ☐ Liaison _____
- ☐ Safety _____
- ☐ Public Information _____
- ☐ Operations _____
- ☐ Plans _____
- ☐ Logistics _____
- ☐ Finance _____
- ☐ EOC Radio _____
- ☐ Jeffcom _____
- ☐ Other _____ _____

ACTION ASSIGNED TO . . .

(DOCUMENTATION UNIT USE ONLY)

☐ CLEARED/CLOSED _____

☐ POSTED TO LOG _____