CERT 213 General Message Form

PURPOSE:

The CERT 213 - General Message Form is used to record incoming messages that cannot be orally transmitted to the intended recipients. The CERT 213 is also used to transmit messages (resource order, status information, other coordination issues, etc.). This form is used to send any message or notification to incident personnel that require hard-copy delivery.

ORIGINATION: Walnut Creek CERT Team Leader

INSTRUCTIONS

Incident Name: Enter the name assigned to the incident.

To: Enter the name and position for whom the message is intended. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.

From: Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.

1. Incident Name: Enter the name assigned to the incident.

2. To: Enter the name and position for whom the message is intended. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.

3. From:
Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.

4. Subject: Enter the subject of the message.

5. Date: Enter the date of the message. (Form dates are done for you; M/D/Y)

6. Time: Enter the local time of the message. (Click to add local time where indicated)

7. Priority: Enter the priority of the message or request.

8. Message: Indicate if a Response is required
Enter the contents of the message

9. Approved by: Enter the name and signature of the person approving the message, if necessary. (since this is a radio delivery form, typed names will suffice as signatures).

10. Reply: Enter the Reply to message

11. Replied by: Enter the name, signature of the person replying to the message (since this is a radio delivery form, typed names will suffice as signatures),

12. Position: Enter Hospital Incident Management Team (HIMT) position.

Date (m/d/y), time prepared (24-hour clock), and **facility**.