

EOD MESSAGE FORM

Please Print

Msg. No.		Message Date:	Time (Local)
Precedence:	Emergency	Priority	Routine
From:			
To:			
Message: (Please Print)			
Name of Originator (Please Print):		Signature of Originator:	

Operator use only.

Date/Time Rec'd	Date/Time Sent
Remarks	<i>Operator</i> (Print)

EOD MESSAGE FORM

Instructions

1. **Originator:** This is the person who writes up the message. The originator is responsible to ensure that the information provided in the message is complete and accurate. The Radio Operators are not responsible for content. The originator should adhere to the following when preparing a message for transmission:
 - a. Do not write in the grey areas. This is for the Radio Operator only.
 - b. **Msg. No.** – This is a unique message identifier provided by the Originator. These numbers usually have a prefix which identifies the originator's organization followed by a three digit number. Eg. FS1-001
 - c. **Message Date:** - This is the date the message was signed by the Originator.
 - d. **Time:** - This is the time of day that the message was signed by the Originator.
 - e. **Precedence:** This identifies to the radio operator the urgency with which the message must be handled:
 - i. **Emergency** - Any message having life and death urgency to any person or group of persons. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. When in doubt, do not use it.
 - ii. **Priority** – This classifications is for
 1. Important messages having a specific time limit;
 2. Official messages not covered in the emergency category;
 3. Press dispatches and emergency related traffic not of the utmost urgency; and,
 4. Notice of death or injury in disaster area, person or official.
 - iii. **Routine** - Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine, should be handled last, or not at all when circuits are busy with higher precedence traffic.
 - f. **From:** - This is the name and title of the originator.
 - g. **To:** - This is the address to whom the message must be delivered. This should have sufficient information so that the operator at the receiving end will easily know to whom the message must be delivered. This should have a name and title as well as a specific address.
 - h. **Message:** Although a large area has been provided for the message, the originator should remove all unnecessary words from the message. The message should be complete and concise. For repetitive and/or large messages, Proformas should be used. Only data that is necessary to provide the receiving person with the information to either
 - i. Make a decision; or,
 - ii. Carry out a command.
 - i. **Name of Originator:** - It is important that the originator print their name in this area. If the operator cannot read the name the message will not be sent and returned to the originator.
 - j. **Signature of Originator:** - Each message must be signed by the originator. Without a signature the operator will not transmit a message.

On completion of the upper portions of the message, the originator should proceed to the radio operator with the message. Before leaving the message, ensure that the operator can read and accept the message for transmission.

The Radio Operator then fills out the remaining information in the grey areas:

- a. **Date/Time Rec'd** – This is the time the Operator receives the message, either from the originator or over the radio.
- b. **Date/Time Sent** – This is the time the Operator transmits the message, either over the air or hands it off to the recipient.

This is a legal document. Originals, signed by the originator are to be kept by operators until the end of the emergency. On completion of the emergency, all messages and logs should be sent to the AEC Ops for retention.