

# HUB MESSAGE FORM GUIDE

## For MESSAGE TAKERS

### ORIGIN:

The Hub name, and the date and time you created this message.

#### Current HUB IDs:

Magnolia: CWWM  
Queen Anne: CWWQ

### MESSAGE GIVER:

The name of the person you are taking this message from.

### CONTACT:

**Method** is *how* we can get in touch with this person in the future (*telephone, in person, email, etc*). Include as many ways as possible.

**Info** is *where* we can get in touch with this person (*phone #, address, next time he/she will stop by the hub, etc.*) Get as much info here as possible!

| HUB MESSAGE FORM   |  |
|--|--|
| <b>ORIGIN:</b><br>HUB: _____<br>DATE: _____<br>TIME: _____   | <b>AUTHOR / MSG. TAKER:</b><br>_____   |
| <b>SUBJECT:</b> _____  |  |
| <b>MESSAGE:</b> _____<br>_____<br>_____<br>_____<br>_____<br>_____   |  |
| MESSAGE GIVER: Name: _____ <span style="float: right;">continue on back &gt;&gt;</span>                                      |  |
| Contact Method: _____  |  |
| Contact Info: _____  |  |
| <b>MESSAGE MANAGER USE</b><br>MSG LOG # _____<br>ROUTE: _____ INTERNAL<br>_____ OTHER HUB(s)<br>_____ ICS / EOC<br>TO: _____ | <b>MESSAGE TRANSMITTER / RADIO OP USE</b><br>XMIT LOG # _____ RECV LOG # _____<br>OPERATOR: _____<br>TRANSMIT DATE: _____<br>TIME: _____ |

### AUTHOR:

Your name goes here!

### SUBJECT:

A very brief description of the message topic, beginning with a one-word message type such as:

**NEED, HAVE** (or *Resource*),  
**LOST** (or *Missing*), **FOUND**, or  
**REPORT**

### MESSAGE:

Get a full and complete description of: **who, what, where, when, & how** so that *anyone* can understand the complete story the person is trying to tell.

**ASK QUESTIONS!**  
**GET DETAILS!**  
**WRITE THEM HERE!**

USE THE BACK OF THE SHEET FOR ADDITIONAL SPACE TO WRITE!