MESSAGE FORM

TO:	**Message Center Use Only** Incident :_____ Time:_____ Date:_____ ☐ Incoming ☐ Outgoing
FROM:	
TIME:	

MESSAGE TEXT:

ACTION TAKEN:

USE CLEAR CONCISE TEXT www.gwinnettcert.org 6/26/06

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

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