CITY OF CLAYTON
Founded 1857 Incorporated 1964

CERT
COMMUNITY EMERGENCY RESPONSE TEAM

MESSAGE FORM

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

MESSAGE TEXT:

ACTION TAKEN:

USE CLEAR CONCISE TEXT

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

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