

**ATTACHMENT 5E TO BASIC DISASTER PLAN  
SUGGESTED EMERGENCY OPERATIONS  
CENTER MESSAGE FLOW**

**Dispatcher/Phone Operation**

Receive incoming messages. Record them on standard three-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

**Coordinator/Deputy Coordinator**

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

**Message Clerk**

Maintain the official files for the Coordinator: "Incoming Messages," "On-going Actions," and "Completed Actions." Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

**Service Chiefs**

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow "action copy" of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

**Messengers**

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.

**Emergency Operations  
Center Message Form**

