



**State of New Hampshire Department of Safety
Division of Emergency Services and Communications**



VARIABLE MESSAGE SIGN RESERVATION REQUEST FORM

To request a Variable Message Sign (VMS), this form must be completely filled out by the requesting municipality /agency.

The form must clearly state the nature of the request, specify a point of contact and phone numbers, to ensure Department of Safety personnel can coordinate all necessary logistics, including approval and confirmation to requesting municipality/agency.

Requesting Municipality/Agency Point of Contact (POC) Information

Requesting Entity: _____
 Name: _____ Work: _____
 Title: _____ Cell: _____
 E-mail: _____ Fax: _____

Request Information

Request Date: _____
 Nature and Name of Event (*i.e. training, drill, exercise, disaster, etc.*):

 Number of VMS signs needed: _____
 Date(s) of Event: _____
 When do the sign(s) need to be at the site? Date: _____ Time: _____
 Address of and directions to delivery site: _____

 When can the sign(s) be removed from the site? Date: _____ Time: _____

Requesting Municipality/Agency Authorization

Name: _____ Date: _____
 Title: _____ Phone: _____

Division of Emergency Services and Communications (E-911) Authorization

Name: _____ Date: _____
 Title: _____ Phone: _____

Important: If the VMS is being utilized for other than an emergency notification (road closure, weather-related emergency, etc.), it may be re-deployed at the discretion of either of the Directors of the Division of Emergency Services and Communications (DESC) or NH Homeland Security and Emergency Management (HSEM) for use as needed for an emergency.

If you have any questions regarding use or scheduling, please contact Sherry Baker (DESC) at sbaker@e911.nh.gov or (603) 271-6911.