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.