



## Dane County Emergency Management CV1 Non-Emergency Pre-planned Event Request Form

Dane County Emergency Management (DCEM) provides access to CV1 to be utilized as a mobile command post for non-emergency pre-planned events. Request for use of CV1 for an event must be submitted to DCEM and will be **approved on a "first come, first served" basis** with the understanding that true incidents will take priority. Please submit requests with as much advanced notice as possible to [emergencymanagement@countyofdane.com](mailto:emergencymanagement@countyofdane.com).

DCEM will maintain a schedule of all approved, non-emergency requests. Any schedule changes should be directed to DCEM at 608-266-4330 or [emergencymanagement@countyofdane.com](mailto:emergencymanagement@countyofdane.com).

It is the responsibility of the requesting jurisdiction to:

- Provide trained personnel to transport CV1 to/from event. (DCEM will NOT provide a driver for non-emergency pre-planned events)
- cover expenses incurred during use, including refueling
- clean the interior and exterior prior to return

<b>Today's Date:</b>		<b>Requesting Agency:</b>	
<b>Name of Event:</b>			
<b>Event Location (Address, City)</b>			
<b>Start Date:</b>	<b>Time:</b>	<b>End Date:</b>	<b>Time:</b>
<b>Contact Person:</b>		<b>Position:</b>	
<b>Cell Phone:</b>		<b>Email:</b>	
<b>Transporting Driver (Must be trained personnel):</b>			<b>Cell Phone:</b>

Emergency Management Use Only	
Date & Time Available:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Request Approved:	Signature: _____ Date: _____