



State of New Hampshire

DEPARTMENT OF SAFETY

Division of Emergency Services and Communications

911.nh.gov



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 (E911) 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.

Acknowledgment: By submitting this request, I understand that my agency may be requested to assist with deploying and returning the VMS boards which are housed at 110 Smokey Bear Blvd in Concord.

If you have any questions regarding use or scheduling, please contact Sherry Baker (DESC) at desc.administration@dos.nh.gov or 603-271-6911 option 1.

For after-hours emergencies only, call 603-271-7081.