

**Dane County Emergency Management**  
**Mobile Command Center**  
***Non-Emergency Request Form***

Requests for non-emergency use of the Mobile Command Center (CV1) must be made in writing and submitted to Dane County Emergency Management, at least **two weeks prior** to the event. Making a request does not assure you of use. Non-emergency use is on a “first come, first served” basis. **A chief officer should make the request.** *Please note that transport of CV1 will be done by specially trained personnel.*

In the event of an “after hours” request, the requesting officer should contact the Dane County 9-1-1 Center supervisor at (608) 267.3913 and provide a call back number that will be relayed to the Dane County Emergency Management “on-call” staff person. Dane County Emergency Management will return the call and process the request.

Dane County Emergency Management will maintain a schedule of all approved non-emergency requests. **All requests and schedule changes should be faxed to Dane County Emergency Management at 608.266.4500.**

It will be the responsibility of the requesting jurisdiction:

- to meet expenses, including refueling, incurred during use
- to clean the interior and exterior of CV1, prior to its return

In case of an emergency, the Department of Emergency Management reserves the right to reassign the Mobile Command Center (CV1).

<b>Today's Date:</b>	<b>Requesting Agency:</b>
<b>Name and Position of Person Submitting Request:</b>	
<b>Work Phone:</b>	<b>Home Phone:</b>
<b>Cell Phone:</b>	<b>Pager:</b>
<b>Reason for Request:</b>	
<b>Start Date &amp; Time:</b>	<b>Return Date &amp; Time:</b>
<b>Physical Address of Use Location:</b>	
<b>Name of Transporting agency:</b> _____ <i>Please note that transport of CV1 will be done only by specially trained personnel.</i>	
<b>NOTE:</b> Dane County Emergency Management does not provide a driver for non-emergency requests. It is the responsibility of the requestor to arrange for an authorized driver. To obtain a list of contacts for authorized drivers, please contact Dane County Emergency Management at (608) 266. 5374.	

**For administrative use only:**

Date and time available?  Yes  No    If yes, is a driver arranged?  Yes  No

Request:  Approved  Denied    **Initials:** \_\_\_\_\_ **Signature:** \_\_\_\_\_