



Dane County Emergency Management UTV Pre-planned Event Request Form

Dane County Emergency Management (DCEM) provides access to a Polaris UTV to be utilized as an alternate vehicle for Rescue Task Force personnel at pre-planned events. Request for use of the DCEM UTV 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.

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.

It is the responsibility of the requesting jurisdiction to:

- Provide trained personnel to transport/pull the DCEM UTV on DCEM provided trailer to/from event. (DCEM will NOT provide a driver for pre-planned events)
- cover expenses incurred during use, including refueling
- clean the unit prior to return

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

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