



FRANKLIN COUNTY DEPARTMENT OF EMERGENCY SERVICES

REQUESTS FOR SPECIAL EVENTS CHANNELS

Policy Number: 1002

Effective Date: December 19, 2016

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Revision Date:

Requests for special events channels shall be made in accordance with the following guidelines.

1. Requestors will submit an ICS 202 form when requesting radio channels for special events. The request will be made no later than 15 days prior to the event.
2. If the requestor is also requesting radio equipment, an ICS 213RR form shall accompany the ICS 202 form.
3. DES personnel will work with the requestor to ensure the completion of any additional required forms.
4. Requests that are made less than 15 days from the event will be considered on a case by case basis. The following criteria, among others, will be used when making a determination:
 - a. Whether or not the requestor had adequate notice to make a timely request.
 - b. Other events being held within the same time frame.
 - c. Workload within the Department of Emergency Services.
 - d. Availability of personnel authorized to approve request.