

Number: Title:

Page 1 of 2

A-5 REQUESTING CHANGES TO RESPONSE PLANS

An Agency can make changes to their response plans at any time, as long as the changes do not affect other agencies equipment.

If a change does affect another agency's equipment, permission must be obtained from the affected agency prior to any change being done.

The procedure for this is as follows:

- The agency requesting the change will fill out and sign the Response Plan Request Form.
- Obtain approval from the agency that the change will affect, if applicable.
- Forward the signed form to the HCFA Operations Director or designee.
- Once the change(s) are completed, and signed by the Operations Director or designee, a copy will be sent to the Operations Chief of the requesting agency, corresponding affected agency if applicable, and the original will remain with HCFA.
- Agency requesting change will send out an FYI about the change to all zone agencies.

NOTE:

Please use one form per change. If there are multiple changes (different streets, locations, etc.) please use one form for each change.

Once approval is obtained, the change can be made on the Response Plans. No changes will be done without the signed Response Plan Request Form being signed by the Agency that the change affects.

APPROVED: 09/03/13

REVISED: 08/20/13

Number: Title:

Page 2 of 2

A-5 REQUESTING CHANGES TO RESPONSE PLANS

RESPONSE PLAN REQUEST FORM

Agency: _____ Date: _____

Requestor Name: _____

Contact Information: Email: _____ Telephone: _____

New Plan: Y N

Change to Existing Plan: Y N

Details of Request:

Work Performed:

Approved By: _____ Date: _____

(Agency Representative)

Approved By: _____ Date: _____

(Affected Agency Representative, If Applicable)

Approved By: _____ Date: _____

(Operations Director or designee)

Completed By: _____ Date: _____

APPROVED: 09/03/13

REVISED: 08/20/13