

Park Name: _____

Park ID#: _____

**MOBILEHOME AND SPECIAL OCCUPANCY PARK DISASTER
EMERGENCY PREPAREDNESS PLAN COMPLETENESS CHECKLIST**

Pursuant to Health and Safety Code sections 18603 and/or 18871.8, every park must create an Emergency Preparedness Plan consistent with the particular park. The Plan must be approved by the enforcement agency for the park (the agency that issues your permits and does inspections in the park). Each park must either:

- Adopt the plans and procedures contained in the "Emergency Plans for Mobilehome Parks," booklet posted on our website www.hcd.ca.gov/codes/mp, or
- Adopt a plan that is "comparable to the plans and procedures" contained in the booklet.

In reviewing each plan, the following items contribute to whether the park disaster plan is comparable with the requirements of the law. Most of this information may be obtained directly from the Emergency Plans for Mobilehome Parks booklet.

The following items must be included for the plan to be approved.

- Y N The park's plan includes cover page with name, address and park identification number.
- Y N Included is a map of the park showing the exits out of the park.
- Y N The park's plan includes the elevation of the park property.
- Y N The park's plan contains local police and fire department contact information.
- Y N The park's plan lists local radio station frequencies.
- Y N Statement that the residents were given a copy of the notice.
- Y N Plan states where the notice about the plan is posted in the park.
- Y N Plan includes a copy of the notice given to residents saying the park created an Emergency Preparedness Plan and how they may obtain a copy.
- Y N The park's plan lists types of disasters common to the area
- Y N Does the plan contain general information for multiple types of disasters such as floods, earthquakes, fires, and other emergencies (obtain from the booklet).
- Y N The plan explains how residents may obtain additional materials for establishing an individual household emergency plan, individual household emergency supply kits, and individual home safety recommendations (obtain from the booklet).
- Y N The plan provides contact information for emergency government agencies including the California Emergency Management Agency (CalEMA), and community assistance organizations such as the American Red Cross or other emergency agencies' phone numbers (obtain from the booklet).

NOTE: The complete plan and corrections must be submitted together.