



MOBILEHOME AND SPECIAL OCCUPANCY PARK DISASTER EMERGENCY PREPAREDNESS PLAN COMPLETENESS CHECKLIST

Pursuant to [Health and Safety Code section 18603](#) and [section 18871.8](#), every mobilehome and special occupancy park (park) must create an Emergency Preparedness Plan (EPP). The EPP must be approved by the enforcement agency for the park. The enforcement agency is the entity that issues your permits and conducts inspections in the park.

Each park must do one of the following:

- Adopt the plans and procedures contained in the [Emergency Plans for Mobilehome Parks booklet](#) (booklet) available on the California Department of Housing and Community Development (Department) [Park Operation website](#): <https://www.hcd.ca.gov/manufactured-and-mobilehomes/mobilehome-parks/park-operation>
- Adopt a plan that is "comparable to the plans and procedures" specified in the booklet.

The booklet itself cannot be the entire plan. The EPP must be customized for your specific park. EPPs submitted to the Department must include the information in the checklist on the following page.

The EPP and additional documentation are required to be submitted to the Department before the initial permit to operate can be issued. Once the initial EPP is approved, no additional copies are required to be submitted unless conditions described in the plan have changed. For example, park name, roadway changes, additional lots, contact information, etc. See checklist on the following page ([California Code of Regulations, title 25, section 1013\(a\)](#) or [section 2013\(a\)](#)).

When preparing your park's EPP, the checklist on the following page can help ensure your EPP follows the requirements of the law. During the review of your park's submitted EPP, the Department uses the checklist to help determine if the park's EPP is in compliance. Most of this information may be obtained directly from the [Emergency Plans for Mobilehome Parks booklet](#).

For more information, see [California Code of Regulations, title 25, section 1013](#) or [section 2013](#).

If you have any questions, please contact the Mobilehome and Special Occupancy Park Program at EPP@hcd.ca.gov or (800) 952-8356.

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

- Cover page with name, address, and Department-issued park ID number.
- How residents may obtain a copy of the EPP.
- Map of the park showing the exits out of the park.
- Elevation of the park property.
- Local police and fire department contact information.
- Local radio station frequencies (these will become emergency broadcast stations in a disaster).
- Types of disasters common to the area (e.g., fires, earthquakes, floods, etc.).
- General information for multiple types of disasters such as floods, earthquakes, fires, and other emergencies (this information can be obtained from the [booklet](#)).
- Explanation of how residents may obtain additional materials for establishing an individual household emergency plan, individual household emergency supply kits, and individual home safety recommendations (this information can be obtained from the [booklet](#)).
- Contact information for emergency government agencies including the California Governor's Office of Emergency Services (Cal OES), and community assistance organizations or other emergency agencies' phone numbers (this information can be obtained from the [booklet](#)).

In addition to the actual plan, a notice must be distributed to the residents and posted in a publicly accessible area within the park that:

- Provides information on how to obtain a copy of the EPP.
- Identifies additional state and local agencies' individual emergency preparedness information including, but not limited to, the California Governor's Office of Emergency Services (Cal OES).
- Provides information on how to obtain the EPP in a language other than English.

When submitting EPP documentation to the enforcement agency to obtain a permit to operate, you must include:

- Copy of the EPP available to the residents.
- Copy of the notice given to residents.
- Statement that the residents were given a copy of the notice.
- Statement indicating where the EPP notice is posted in the park.

NOTE: Please include this checklist when resubmitting your park's corrected EPP.