

CalEPA Hazardous Materials Business Plan and California Accidental Release Prevention Unit

Area Plan Checklist

This document lists required area plan elements as referenced in Health and Safety Code Section (HSC) Section 25500 et al. and California Code of Regulations (CCR) Title 19. This checklist is intended as guidance to assist with verifying those elements are present within an area plan.

Reference	Requirement	Location in Area Plan
19 CCR Section 2640(a)	A description of the extent to which the administering agency has met the requirements of Title 19, Article 3.	
19 CCR Section 2640(b)	Provisions for integrating, in the final area plan, information from business plans submitted by handlers within the jurisdiction of an administering agency.	
19 CCR Section 2640(c); 19 CCR Section 2643(f); 19 CCR Section 2644(d); 19 CCR Section 2645(a)(1)	Protocols for responses to pesticide drift exposure incidents.	
19 CCR Section 2640(d)	A form providing information on the elements within the area plan, substantially equivalent to the following optional model reporting form for area plans.	
HSC Section 25503(c)(1)	Procedures and Protocols for Emergency Response Personnel	
19 CCR Section 2642(a)	Guidelines for approach, recognition, and evaluation of releases and threatened releases of hazardous materials by emergency response personnel.	
19 CCR Section 2642(b)	Monitoring and decontamination guidelines for emergency response personnel and equipment.	
HSC Section 25503(c)(2); 19 CCR Section 2643	Pre-emergency Planning	

Reference	Requirement	Location in Area Plan
19 CCR Section 2643(a)	Provisions for pre-incident surveys of business sites by first responders for the purpose of site familiarization, if deemed necessary by the administering agency.	
19 CCR Section 2643(b)	Provisions for pre-emergency planning and coordination among emergency responders within the jurisdiction of an administering agency. Pre-emergency planning shall include coordination of emergency response and emergency assistance between contiguous jurisdictions.	
19 CCR Section 2643(c)	Procedures to access local, state and federal funding and emergency response assistance.	
19 CCR Section 2643(d)	Procedures, developed in consultation with the Local Health Officer, to inform medical providers regarding eligibility for reimbursement pursuant to Section 12997.5 of the Food and Agricultural Code, where applicable.	
19 CCR Section 2643(e); HSC Section 25503(c)(7)	Provisions for access to state approved and permitted hazardous waste disposal facilities and emergency response contractors.	
19 CCR Section 2643(f); 19 CCR Section 2640(c)	Development of an integrated response management system providing standardized organizational structure, terminology, and procedures for use during any release or threatened release of hazardous materials, to include pesticide drift exposure incidents. The administering agency shall incorporate into the area plan specific agency roles within the Standardized Emergency Management System, including procedures for agency notification and responsibility for public safety and information pursuant to Section 2646 for all emergency responses, to include pesticide drift exposure incidents.	
19 CCR Section 2643(g)	Procedures, established in consultation with the County Agricultural Commissioner and the Local Health Officer, with assistance from the Department of Pesticide Regulation, to provide immediate access to pesticide-specific information for responders to pesticide releases. This information will assist emergency response and emergency medical services personnel in identifying and characterizing any pesticides which have the potential to come into contact with one or more individuals as the result of a pesticide drift exposure incident within the jurisdiction.	
HSC Section 25503(c)(3); 19 CCR Section 2644	Notification and Coordination	
19 CCR Section 2644(a)	Provisions for notification of, and coordination with, emergency response personnel, such as, but not limited to, law enforcement, fire service, medical and public health services, poison control centers, hospitals, and resources for the evacuation, reception, and care of evacuated persons.	
19 CCR Section 2644(b)	Identification and utilization of alternative forms of emergency communications (such as amateur radio services), in the event of a loss of primary communications.	

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19 CCR Section 2644(c)	A responsibility matrix or listing of specific emergency responsibilities of responding organizations. This matrix or listing shall be developed in coordination with the listed responding organizations	
19 CCR Section 2644(d)	Provisions for notification to the California Governor's Office of Emergency Services of all reports received pursuant to 19 CCR Chapter 4, Article 2.	
19 CCR Section 2644(e); 19 CCR Section 2640(c)	Procedures, developed in consultation with the Local Health Officer, to ensure access to health care within 24 hours of an exposure resulting from a pesticide drift exposure incident and up to a week after the incident.	
HSC Section 25503(c)(4); 19 CCR Section 2645	Training	
19 CCR Section 2645(a)(1); 19 CCR Section 2640(c)	Area plans must establish provisions for training of emergency response personnel in emergency procedures for first response to a release or threatened release of hazardous materials, to include pesticide drift exposure incidents.	
19 CCR Section 2645(a)(2)	Area plans must establish provisions for training of emergency response personnel in health and safety procedures for response personnel.	
19 CCR Section 2645(a)(3)	Area plans must establish provisions for training of emergency response personnel in use of emergency response equipment and supplies.	
19 CCR Section 2645(a)(4)	Area plans must establish provisions for training of emergency response personnel in procedures for access to mutual-aid resources.	
19 CCR Section 2645(a)(5); 19 CCR Section 2640(c)	Area plans must establish provisions for training of emergency response personnel in identification of medical facilities capable of providing treatment appropriate for hazardous material incidents, to include pesticide drift exposure incidents.	
19 CCR Section 2645(a)(6)	Area plans must establish provisions for training of emergency response personnel in evacuation plans and procedures.	
19 CCR Section 2645(a)(7)	Area plans must establish provisions for training of emergency response personnel in monitoring and decontamination procedures for emergency response personnel and equipment.	
19 CCR Section 2645(a)(8)	Area plans must establish provisions for training of emergency response personnel in first-aid procedures for hazardous material incidents, including pesticide exposure.	
19 CCR Section 2645(a)(9)	Area plans must establish provisions for training of emergency response personnel in procedures for informing the public during emergencies.	
19 CCR Section 2645(a)(10)	Area plans must establish provisions for training of emergency response personnel in psychological stress that may be encountered during disaster operations.	
19 CCR Section 2645(b)(1)	Area plans must include provisions for documenting personnel training.	

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19 CCR Section 2645(b)(2)	Area plans must include provisions for joint field or table-top exercises, with affected organizations, with voluntary participation of business representatives.	
HSC Section 25503(c)(5); 19 CCR Section 2646	Public Safety and Information	
19 CCR Section 2646(a)	Site perimeter security procedures for use during a release or threatened release of hazardous material.	
19 CCR Section 2646(b)	Provisions for informing business personnel and the affected public of safety procedures to follow during a release or threatened release of a hazardous material.	
19 CCR Section 2646(c); 19 CCR Section 2640(c)	Procedures, developed in consultation with the County Agricultural Commissioner, to notify residents of a pesticide drift exposure incident and a procedure to assist in the coordination of an evacuation, if deemed necessary by emergency response personnel.	
19 CCR Section 2646(d)	Procedures to identify all languages known to be spoken in the administering agency's county or city, as the case may be, and ensure that any individual is able to access services in their native language as required by Section 11135 of the Government Code. The area plan will outline what these services are and how they will be provided in the languages identified.	
19 CCR Section 2646(e)	Designation of responsibility for the coordinated release of safety information to the public and to the local Emergency Broadcast System.	
19 CCR Section 2646(f)	Provisions for informing medical and health facilities of the nature of the incident and the substance(s) involved in an incident.	
19 CCR Section 2646(g)(1)	Provisions for evacuation plans that provide for determination of the necessity for evacuation.	
19 CCR Section 2646(g)(2)	Provisions for evacuation plans that provide for centralized coordination of information with local law, fire, public health, medical, and other emergency response agencies.	
19 CCR Section 2646(g)(3)	Provisions for evacuation plans that provide for timely notification of the affected public, including release of messages prepared pursuant to (e) designation of responsibility for the coordinated release of safety information to the public and to the local Emergency Broadcast System, and (f) provisions for informing medical and health facilities of the nature of the incident and the substance(s) involved in an incident.	
19 CCR Section 2646(g)(4)	Provisions for evacuation plans that provide for properties of hazardous materials, such as quantity, concentration, vapor pressure, density, and potential health effects.	
19 CCR Section 2646(g)(5)	Provisions for evacuation plans that provide for possible release scenarios.	
19 CCR Section 2646(g)(6)	Provisions for evacuation plans that provide for facility characteristics, topography, meteorology, and demography of potentially affected areas.	

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19 CCR Section 2646(g)(7)	Provisions for evacuation plans that provide for ingress and egress routes and alternatives.	
19 CCR Section 2646(g)(8)	Provisions for evacuation plans that provide for location of medical resources trained and equipped for hazardous material response.	
19 CCR Section 2646(g)(9)	Provisions for evacuation plans that provide for mass-care facilities, reception areas, and sheltering.	
19 CCR Section 2646(g)(10)	Provisions for evacuation plans that provide for procedures for post-emergency period population recovery.	
HSC Section 25503(c)(6); 19 CCR Section 2647	Supplies and Equipment	
19 CCR Section 2647(a)	Area plans shall contain a listing and description of available emergency response supplies and equipment specifically designated for the potential emergencies presented by the hazardous materials which are handled within the jurisdiction of the administering agency. This information shall be presented to reflect response capability.	
19 CCR Section 2647(b)	Area plans shall outline the provisions for regular testing, if applicable, and proper maintenance of emergency response equipment under the direct control of the county or city, as the case may be.	
HSC Section 25503(c)(8); 19 CCR Section 2648	Incident Critique and Follow-Up	
19 CCR Section 2648	Area plans shall describe provisions for the critique and follow-up of major incidents of a release or threatened release of hazardous material, including pesticide drift exposure incidents.	
19 CCR Section 2648	The critique shall include an interagency meeting to evaluate the response, to improve future response, and to determine if any area plan revisions are required.	