



Local Emergency Operations Planning Policy

Purpose and audience

The purpose of this document is to describe the state and federal government requirements pertaining to local government emergency operations plans (EOPs) in Minnesota. It is directed at those involved in the development and maintenance of such plans: local emergency management directors, HSEM staff, regional review committees, planning advisory committees, community awareness and emergency response groups, and other similar groups.

Federal and state planning requirements

The following is a list of federal and state emergency planning requirements for counties and cities in the state of Minnesota:

Federal Emergency Management Agency (FEMA) Planning Requirements

1. Counties and cities must have an approved EOP to be eligible for Emergency Management Performance Grants (EMPG) or other non-disaster funds made available by FEMA.
2. Local jurisdictions within a 50-mile radius of either the Monticello or Prairie Island Nuclear Power Plant must address the “protection of the human food chain, including animal feeds and water, which may be contaminated by a radioactive release from a commercial nuclear power plant.” (Guidance Memorandum IN-1, “The Ingestion Exposure Pathway” — a joint USDA, NRC, DHHS/FDA, FEMA document dated February 26, 1988)

State Planning Requirements

1. Minnesota Department of Public Safety
Division of Homeland Security and Emergency Management (HSEM)
 - a. [Minnesota Statutes, chapter 12](#), as amended (“Minnesota Emergency Management Act of 1996”), stipulates “[HSEM] shall coordinate the development and maintenance of emergency operations plans and emergency management programs by the political subdivisions of this state, with the plans and programs integrated into and coordinated with the emergency operations plan and emergency management program of this state to the fullest possible extent.” It also requires county emergency management organizations to “...plan for the emergency operations of county government...”
 - b. [Minnesota Statutes, section 299K.05](#), stipulates “Political subdivisions should prepare emergency plans that adequately address the

requirements contained in ... the federal act.” The “federal act” is the [Emergency Planning and Community Right to Know Act](#), also known as Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. SARA Title III includes several requirements regarding the development, exercising and updating of a local emergency plan.

2. Minnesota Department of Public Safety Office of Pipeline Safety

[Minnesota Statutes, section 299J.10](#), requires cities and counties with pipelines or liquefied natural gas facilities within their jurisdictions to include pipeline safety information in their EOPs. “The format and content of the plan... must be in agreement with the guidance and prototype planning documents provided by [HSEM].”

3. Minnesota Department of Natural Resources

[Minnesota Statutes, Section 103F.155](#), requires communities having emergency flood measures (levees) to develop a plan adequate to provide protection in the event of levee failure.

Specific local government planning requirements

The following emergency planning requirements have been established to meet the federal and state planning requirements referenced above. Cities and counties that do not have an approved EOP will be ineligible for FEMA EMPG and other non-disaster funds.

Emergency Operations Plan

An approved all-hazard EOP must address the items listed in the [MNWALK](#) provided by HSEM. The MNWALK is a cross-reference tool that lists all required plan content items and includes space for identifying the location of those items in a completed plan.

Plan Maintenance and Review Schedule

1. Maintenance (Upgrades and Updates)

- a. A plan *upgrade* means the preparation of a revised plan as the result of a comprehensive review of the entire document. In some cases, the county or city may choose to develop an all-new plan. At a minimum, the upgraded plan must have a new date and a new signature of approval page signed by the chief elected official.
- b. A plan *update* means changes made to individual pages or sections of the plan to maintain the accuracy of the information. Whenever a page or section of the plan has been changed the revision number and date of revision should be reflected in the plan’s Record of Revision.

- c. Plan upgrade and update activities are to be coordinated with an annual functional or full-scale emergency exercise or as a result of an actual disaster event.

2. Maintenance and Review Schedule (The Multi-Year Cycle)

Every year, approximately 25 percent of the EMPG-participating counties and cities in each HSEM region will upgrade their EOP and 75 percent will update their EOP. The upgrade/update schedule will be in accord with the four-year planning cycle described below. The HSEM regional program coordinator will work with the emergency management director and other appropriate parties to determine the schedule for each jurisdiction.

Year 1: *Upgrade* and present the revised or all-new EOP to the county board of commissioners (or city council, if applicable) for review and approval. If it has not already done so, the board or council must officially approve the plan via resolution. Once the plan is approved, the chair of the county board or mayor should sign the plan Signature of Approval page. Submit a copy of the signed plan to the HSEM regional program coordinator for final review and approval.

Year 2: Update and present the EOP, a completed [MNWALK](#) and the [Local EOP Review Sheet](#) to the regional review committee (RRC). Send a copy of the updated plan pages to the HSEM regional program coordinator. After review, the group chair will return the MNWALK and the completed review sheet; forward a copy to the HSEM regional program coordinator for final review and approval.

Year 3: Update and present the EOP, a completed MNWALK and the Local EOP Review Sheet to the peer review group selected by the county or city for plan review. The peer review group may be a neighboring county/city emergency management director, community awareness and emergency response (CAER) group, planning advisory commission (PAC) or other review group. Send a copy of the updated plan pages to the HSEM regional program coordinator. After review, the peer review group chair will return a copy of the MNWALK and the completed review sheet; forward a copy to the HSEM regional program coordinator for final review and approval.

Year 4: Update and submit the updated pages, a completed MNWALK and the Local EOP Review Sheet to the HSEM regional program coordinator for review and approval. After review and approval, the regional program coordinator will return a copy of the MNWALK and the completed review sheet.