



Local Emergency Operations Planning Principles

Purpose and audience

These principles serve as the foundation for the [HSEM Local Emergency Operations Planning Policy](#).

This information is primarily for those involved in the development and maintenance of local EOPs: emergency management directors, HSEM staff, local emergency planning committees (LEPCs), regional review committees (RRCs), planning advisory commissions (PACs), community awareness and emergency response groups (CAERs) and similar groups.

Planning principles

1. As a general rule, every jurisdiction should have its own EOP. However, adjacent jurisdictions (for example, a county and its county seat, two cities or two counties) may choose to jointly develop plans. The EOPs of cities that rely heavily on other jurisdictions to provide certain critical services (such as small cities that contract with counties) should reflect the responsibility of those other jurisdictions to provide the services in question.
2. Local EOPs must be all-hazard in scope to be in compliance with state of Minnesota and federal planning requirements.
3. Local EOPs must include the content items listed in the [MNWALK](#) to be in compliance with state and federal planning requirements.
4. Local EOPs do not need to follow any particular format and HSEM does not provide templates.
5. The HSEM planning team and HSEM management must review and approve planning guidance documents before they are provided to local governments.
6. In Minnesota, authority to approve or disapprove a local EOP rests with the following individuals, in the order listed:
 - a. The mayor or county board of commissioners, as applicable. The mayor or county board grants approval based on whether the EOP adequately addresses the *jurisdiction's needs*.
 - b. The jurisdiction's HSEM regional program coordinator. The RPC grants approval based on whether the EOP adequately addresses *state and federal requirements*.
7. When reviewing a local EOP, an RPC is (among other things) acting on behalf of other state agencies.