

Local Emergency Operations Planning

Purpose and audience

Each political subdivision (county, city, town or metropolitan airports commission) in the state needs to have an all-hazard emergency operations plan (EOP). The Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) has staff available to support the emergency planning efforts of local governments. The information that follows describes the local EOP approval process.

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

Planning resources

[Planning principles and policy](#) have been created by HSEM to provide guidance for developing local plans in compliance with state and federal regulations.

The [MNWALK](#) is a planning cross-reference tool that lists the minimum requirements for local EOPs to comply with state and federal regulations. EOPs do not need to follow a particular format and HSEM does not provide templates.

[FEMA's Website](#) (<http://www.fema.gov>) includes its Comprehensive Preparedness Guide (CPG) 101 and other planning resources. CPG 101 provides guidance on the fundamentals of planning and developing EOPs.

EOP maintenance

A plan *upgrade* begins with a comprehensive review of the entire document. The city or county may choose to revise the current plan or develop a 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. This begins the four-year review cycle. Approximately 25 percent of the participating jurisdictions in each HSEM region upgrade their local EOPs each year.

A plan *update* refers to changes made to maintain the accuracy of the information in the plan. Whenever a plan is changed the revision number and date of revision should be reflected in the plan's record of revision. A plan is updated annually after the first year of the review cycle.

Plan maintenance should be coordinated with an annual functional or full-scale emergency exercise, and after an actual disaster event. The HSEM regional program coordinator (RPC) works with each emergency management director and other appropriate parties to determine the schedule for each jurisdiction in the region.

Plan approval

In Minnesota, authority to approve or disapprove a local EOP rests with the mayor or county board, and the HSEM RPC. The mayor or county board determines whether the EOP adequately addresses the jurisdiction's needs, and the RPC determines whether the EOP adequately addresses state and federal requirements.

EOP review process

1. The local emergency management director submits to the appropriate review group chair
 - the upgraded or updated EOP,
 - a cross-referenced [MNWALK](#) and
 - a [Local Emergency Operations Plan Review Sheet](#)
2. The group conducts its review and records comments on the MNWALK
3. The group chair completes the review sheet, attaches the MNWALK and submits them to the HSEM RPC
4. The HSEM RPC forwards a signed copy to the local emergency management director and follows up on any comments made by the review group.

Multi-year review cycle

- Year 1: City council and mayor, or county board
- Year 2: Regional review committee (RRC)
- Year 3: Peer review group, such as a neighboring jurisdiction's emergency manager, CAER, LEPC, PAC or other review group
- Year 4: HSEM RPC

Applicable statutes

[Minn. Stat. § 12.09, subdivision 6](#), coordination of local programs

[Minn. Stat. § 12.25](#), local organizations; directors, duties

[Minn. Stat. § 103F.155](#), flood protection plans

[Minn. Stat. § 299J.10](#), local government (pipeline) emergency operations plan

[Minn. Stat. § 299K.05](#), local (hazardous chemical) emergency plan

Questions?

Visit the [HSEM Website](http://hsem.dps.mn.gov) (<http://hsem.dps.mn.gov>), contact your area RPC or call the HSEM central office in St. Paul at (651) 201-7400.