

To: **Mayor and City Council**  
 Through: **Ryan Schroeder, City Manager**  
 From: **Brian Sturgeon, Chief of Police**  
 Date: **January 25, 2021**

## Adoption of Emergency Operations Plan

---

### BACKGROUND INFORMATION:

The City of West St Paul is required by the State of Minnesota to have in place an Emergency Operations Plan that provides a guide for emergency operations during times of natural or man-made disasters. This guide is not a plan to address every situation, but a document that can be used in generalized terms to assist city officials in carrying out their responsibilities under a very wide range of emergency situations.

Every year, this plan is required to be reviewed and recertified by the City’s emergency manager. However, every three years or so, the plan is completely revised and updated to meet state and federal requirements. Failure to have this plan updated and approved, may very well result in the inability for the City to receive state and federal disaster funding.

The Emergency Operations Plan cannot be disclosed to any person or agency outside of the City of West St. Paul that does not have direct responsibilities to implement the plan as stated in Minnesota Statute 13.37 Subdivision 1 (a) which classifies the plan as nonpublic data. This is the reason the Emergency Operations Plan was individually emailed, and not published with regular agenda packet.

Staff is available to answer any questions you may have.

### FISCAL IMPACT:

		<b>Amount</b>
<b>Fund:</b>		<b>None</b>
<b>Department:</b>		
<b>Account:</b>		

### STAFF RECOMMENDATION:

Adopt the Emergency Operations Plan through resolution, authorizing the Mayor, City Manager, and Emergency Manager to sign the certification.