

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: May 22, 2023  
Item No.: 10.h

Department Approval



City Manager Approval



Item Description: Approve Comprehensive Emergency Operations Plan (CEOP)

**BACKGROUND**

Ramsey County Emergency Management and Homeland Security (RCEMHS), along with municipal partners, has been working over the last year to develop a more robust and comprehensive emergency operations plan to guide the County and its municipalities during an emergency; planned and unplanned.

Chief Brosnahan assisted with the planning meetings, development, writing, and review of this new plan.

The Comprehensive Emergency Operations Plan (CEOP) is designed to provide general information about how Ramsey County and its communities will prepare for, respond to, and recover from large incidents.

The CEOP is divided into three parts. Those parts are:

- **Base Plan-** Identifies incident response policies, describes the response organization and assigns tasks. Within the base plan it will show integration into NIMS and NRF, identify individual roles and responsibilities, and establish the operational organization that will be relied upon to respond to an incident.
- **Functional Annexes-** Annexes focus on the operational functions that are critical to a successful response and define who is responsible for carrying them out. This includes policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after an incident or event.
- **Support Sections and Documents-** The municipal letters of promulgation and appendices, acronyms, glossary, legal authorities, references, and documents that support the previous two sections; this section also includes job aids.

**POLICY OBJECTIVE**

All municipalities are required to have and maintain an Emergency Operations Plan (EOP).

The purpose of this plan is to ensure the effective, coordinated use of resources to:

- Maximize the protection of life and property throughout all of Ramsey County
- Ensure the safety of the government workforce, those in the government's care and in government facilities.
- Ensure the continuity of government.

33 **BUDGET IMPLICATIONS**

34 There are no budget or financial implications with the approval of the CEOP.

35 **RACIAL EQUITY IMPACT SUMMARY**

36 The CEOP specifically notes in Section 1.5 of the Commitment to Equity, Inclusion, and Cultural  
37 Competency. It should be noted throughout history that disadvantaged persons have suffered more in  
38 large-scale emergencies due to disability, housing density, food and medicine access, social  
39 economic status, and other social and cultural statuses. Different than the previous EOP, this plan  
40 does address the need for cultural competency and “no one size fits all” approach to emergency  
41 preparedness and response.

42 **STAFF RECOMMENDATION**

43 Approve the CEOP; This 374-page document will be a guiding document for emergencies for years  
44 to come. It will have some edits and changes over time, but is a significant step forward in proper  
45 and realistic emergency preparedness and response.

46 **REQUESTED COUNCIL ACTION**

47 Approval of the CEOP.

Prepared by: David Brosnahan, Fire Chief & Emergency Manager

Attachments: A: Promulgation form to be signed for Ramsey County

