



Executive Summary

City Council Workshop

AGENDA ITEM: Emergency Communications Plan
PREPARED BY: Jacob Schillander, City Administrator
RECOMMENDED ACTION: Discussion

Summary:

The City Council will review the proposed Emergency Communications Plan, which establishes clear points of contact for both Non-Emergency and Emergency Operations Center alerts.

Non-Emergency Operations Center Alerts are communications about situations that require awareness, coordination, or a prompt response from City officials but do not require activation of the Emergency Operations Center. These may include significant service disruptions, infrastructure concerns, severe-weather preparations, public-information needs, or other developing situations that could affect City operations or the community but do not present an immediate threat to life or public safety.

- **Maple Plain City Administration plan for non-emergency alerts:** the City Administrator, Jacob Schillander, will serve as the primary point of contact, followed by Assistant City Administrator Kevin Larson and finally Mayor Julie Maas-Kusske.

Emergency Operations Center Alerts are urgent communications issued during a significant emergency or developing incident that requires activation, or the potential activation, of the Emergency Operations Center. These alerts notify designated officials of immediate threats to life, public safety, critical infrastructure, or essential City services and initiate coordinated response, resource deployment, public communication, and incident management activities.

- **Maple Plain City Administration plan for Emergency Operations Center alerts:** West Hennepin Public Safety Director Chief Matt DuRose will serve as the designated point of contact.

The plan is intended to clarify communication responsibilities, support timely coordination, and ensure alerts are directed to the appropriate City or public safety official.